



**Charles R. Drew University of Medicine and Science**  
*"A Private University with a Public Mission"*  
**College of Medicine - MD Program**

<b>STUDENT SELECTION POLICY</b>
<b>CDU Policy 320.3a</b>
<b>Issuing Officer:</b> Dean of College of Medicine
<b>Responsible Office:</b> College of Medicine
<b>Date Approved by the Admissions Committee:</b> 6/22/21
<b>Date of Dean's Final Approval:</b> 6/24/21
<b>Revised Date/Review Date (at least 3 years from Effective Date):</b> 6/22/2023
<b>Supersedes (if necessary):</b> N/A

### **POLICY STATEMENT**

The Charles R. Drew University of Medicine and Science (CDU) College of Medicine (COM) Medical Degree (MD) Program Admissions Committee selects individuals who are considered the best qualified for the study and practice of medicine from those who meet our requirements. We seek applicants from a variety of backgrounds who have unique experiences and interests. This policy establishes the guidelines and procedures for the selection of medical students to the COM MD Program.

### **PROCEDURES**

#### Preliminary Screening

Applicants apply to the MD Program through the American Medical College Application Service (AMCAS). The director of medical student recruitment, admissions, and retention and admissions staff will review the standard AMCAS medical school application administered by the AAMC. They will invite all qualified applicants to submit a secondary application.

#### Selection for the Interview

The secondary application file will be electronically sent via the WebAdmit system to the screening members of the Admissions Committee who perform a secondary screening using a rubric established by the Admissions Committee. The secondary screeners can recommend the applicant for an interview or reject the applicant.

#### Interviews

Applicants selected for an interview must meet criteria established by the Admissions Committee. Each applicant will have one 20-minute interview with a trained member of the Admissions Committee. Each applicant will also complete four stations that are 10-minute, multiple mini-interview (MMI) stations. These interviews may be conducted either virtually or in person. The interviewer will evaluate each candidate on their thought process and ability to think on their feet. At the end of each interview, all interviewers will evaluate the candidate's performance using a Likert scale, while the candidate moves to the next station. The Admissions Office staff will input the scores from the individual MMI Stations to calculate the total MMI score as well as the scores and evaluation comments for the 20-minute interview. All candidates will be assigned to an Admissions Committee reviewer who will present the overall picture of the candidate to the full Admissions Committee at selection meetings.

Acceptance Decision

The selection process is guided by the AAMC’s principles of holistic review which incorporate a method of assessing an applicant’s qualifications by which balanced consideration is given to the collective preparatory experiences, personal attributes, and academic metrics of each candidate. The Admissions Committee will meet to review the admission files of each interviewed applicant. At the committee meeting, the applicant's file will be presented and reviewed by the entire committee. Each committee member will vote on each candidate whether to approve or not approve a candidate. Following the vote, the director of MS recruitment, admissions, and retention prepares a spreadsheet of the results of each candidate presented at the meeting and forwards it to the Admissions Committee chair for review and approval.

Offers of Admission

The director of MS recruitment, admissions, and retention prepares the offer letters based on the order an applicant appears on the voting spreadsheet tally on the approved committee list. The chair or vice chair of the Admissions Committee will sign all admission letters. Included with the admission letters, students will receive a packet of acceptance materials which include information on health and disability insurance, financial aid, health clearance, housing, and next steps to enrollment as well as the MD Program Technical Standards. All final decisions on an applicant’s status will be sent via email to the address she or he provided on the AMCAS file.

Those who do not receive an initial letter of offer will be placed on a waitlist based on his/her rank order number. Offers will be made from this waitlist based on rank order number to fill positions that become vacant when an applicant declines admission. Applicants who are not placed on the waitlist will receive a letter stating they were not accepted into the MD Program. The director recruitment, admissions, and retention; chair; and vice chair are charged by the Admissions Committee to use the waitlist to fill spots as they become vacant.

**DEFINITIONS**

**Holistic Review** refers to mission-aligned admissions or selection processes that take into consideration applicants’ experiences, attributes, and academic metrics as well as the value an applicant would contribute to learning, practice, and teaching. Holistic Review allows admissions committees to consider the “whole” applicant, rather than disproportionately focusing on any one factor. The core principles of holistic review are outlined on the AAMC website.

**RELATED INFORMATION**

- AAMC [Website](#)
- Admissions Committee Website
- Admissions Committee Membership
- Admissions Committee Conflict of Interest Policy
- Admissions Committee Conflict of Interest Attestation

LCME Standards, Publications, & Notification [Forms](#) (Element 10.3)

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date

