

## ADMISSIONS COMMITTEE

### Description and Charge

- The charge of the Admissions Committee is to select a sufficient number of well qualified students that best represent the mission of the Keck School of Medicine.
- The Committee has the complete and final authority to evaluate and admit medical students. This authority extends to all joint degrees of which the MD is a part and includes admission with advanced standing.
- The selection of students will not be influenced by political or financial factors.
- The Committee reports to the Vice Dean for Medical Education (or other responsible administrator designated by the Dean).

### Subcommittees

1. The Admissions Committee has two subcommittees.
2. The Evaluation and Recruitment Subcommittee
  - The Evaluation and Recruitment Subcommittee is composed of faculty and students who interview applicants for the KSOM MD program.
  - Members of the Evaluation and Recruitment Subcommittee are charged with interviewing applicants and submitting an evaluation form that will be considered as part of the Admissions Committee review process.
3. The Waitlist Subcommittee

The Waitlist Subcommittee is comprised of three faculty members of the Admissions Committee.

  - The Waitlist Subcommittee has formal delegated authority from the Admissions Committee to accept individuals from the waitlist based on criteria approved by the Admissions Committee.

### Membership

- An open call is made to the faculty at large and current students for participation as a member of the Evaluation and Recruitment Subcommittee.
- Faculty and students who have previously served on the Evaluation and Recruitment Committee may be elected to serve on the Admissions Committee. Current Admissions Committee members elect the incoming members.
- The Committee has a minimum membership of 15 faculty and 8 students all of whom are voting members of the committee
- A faculty member of the committee is recommended by the Associate Dean for Admissions and approved by the Vice Dean for Medical Education to serve as the committee chair.
- Committee members and the Chair serve one-year terms and may be re-elected with no maximum term of service.
- The Associate Dean for Admissions serves as an *ex officio* member of the Admissions Committee.

### Actions

- The Admissions Committee is divided into working groups that evaluate each interviewed applicant's complete file.
- A faculty member is assigned on a rotating basis to serve as chair of a working group.
- Ratings from working groups are sent to the full Admissions Committee for vote.

- A candidate receiving a simple majority vote of accept by a quorum of Admissions Committee members are offered admission. The majority of votes to accept must come from faculty members. A quorum consists of one-half of the members of the committee.
- The Associate Dean for Admissions organizes, facilitates and executes the decisions of the committee.

#### Procedures

- All applicants whose primary application has been verified and their MCAT scores posted by AMCAS within the posted deadline dates are invited to complete the secondary application.
- Screeners are assigned to review applicants after they are trained in the review of the primary and secondary application with emphasis on selecting students with the desired competencies as defined by the Keck School of Medicine.
- Applicants who receive the highest ratings from the screeners are chosen for interview.
- Each interviewee's application material and interview evaluations are reviewed by a working group made up of members of the Admissions Committee.
- The working group members each, independently, review and render their ratings and provide supporting comments.
- All members of the working groups meet to review and discuss their respective group's applicants and finalize their ratings.
- The entire applicant file (AMCAS application, secondary application, interviewer evaluation, and working group ratings) is provided to all Admissions Committee members.
- Each Admissions Committee member reviews the files and at the committee meeting applicants are presented, discussed as needed, and voted upon by the entire admissions committee.
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- A sufficient number of acceptances to fill the class (as calculated by the Associate Dean for Admissions) will be offered. If waitlisted candidates are needed they will be reviewed by the Waitlist Subcommittee and the Waitlist Subcommittee will extend any offer of admission.

If a member of the Admissions Committee has interviewed an applicant they will not participate in the discussions about the final disposition of the applicant.