

	Admissions Committee Policy LCME 10.2	Effective Date:	October 2018
		Current Date:	
		Contact: Dr. Cindy Morris, PhD	Office of Admissions & Student Affairs
Approved By: Admissions Committee, Executive Faculty		Date Approved:	October 2018

1) GENERAL POLICY STATEMENT

The Admissions Committee has the final authority to make decisions on admission to the School of Medicine. As such, the committee must be free of bias and potential conflict of interest. The Admissions Committee is made up of four components:

Admissions Screening Sub-committee composed of 5 members of the Admissions Review Committee (described below) who screen applicants for interview

Admissions Interview Committee whose role is to interview applicants for medical school. This committee is composed of faculty, students and alumni. The Interview Committee interviews and scores applicants but does not make admissions decisions.

Admissions Review Committee who review completed applications, score the final application and make a recommendation to the entire committee for Acceptance, Waitlist, or Rejection. This committee is the decision body for admissions.

Admissions Special Groups Committee composed of 5 members of the Admissions Review Committee and advise the Review Committee on Early Assurance, Early Decision, Creative Premedical Scholars, Pathways to Medicine, and Accelerated Physician applicants. This group also decides on which applicants will be offered acceptance from the waitlist.

Committee Membership

All faculty and students are solicited annually regarding interest in participating in the interview process. Prior to participation, each potential interviewer or committee member is oriented to the admissions process, admissions statistics for the school, implicit bias, and the school’s diversity and inclusion policy. Following every interview day, applicants will fill out a survey that assesses their interviewer(s). This information is used to further screen interviewers for suitability.

The Admissions Review Committee is the “decision body” for the admissions process and is composed of 32 people: 20 full-time faculty members (4 of whom are elected by the General Medical Faculty); 10 students chosen by their peers; and the Directors of Admissions and the Office of Multicultural Affairs. The appointed members of the committee are appointed by the Dean on an annual basis.

Members of the Screening Sub-Committee and Special Groups Sub-Committee are elected by the membership of the Admissions Review Committee annually and include only full-time faculty members.

Admissions Process

The Screening Subcommittee determines which applicants will be interviewed.

All interviewees are interviewed in a blinded fashion (without grades or MCAT scores) by one faculty member, one student, and one “standardized patient.” These are scored.

The Admissions Review Committee (ARC) receives a random assignment of 10-12 applications per week of the admissions cycle. The ARC members score the total application. Each application receives 4 scores and an average is calculated.

The Admissions Review Committee determines the cut-off accept score above which admission is offered on a rolling basis. This score may change throughout the interview cycle. Final acceptance requires approval of the Admissions Review Committee.

The Assistant/Associate Dean for Admissions chairs the Admissions Committee.

a) **Scope:** Applies to all applicants to the Tulane School of Medicine and all faculty and student involved in the Admissions process.

b) **Responsible Department/Party/Parties:**

- i. **Policy Owner:** Office of Admissions and Student Affairs
- ii. **Procedure:** Office of Admissions and Student Affairs
- iii. **Supervision:** Dean’s Office

2) DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

Not applicable

3) POLICY GUIDELINES

General Requirements:

- All persons participating in the admissions process must recuse themselves for any conflict of interest regarding individual applicants. This includes both the interview and selection processes
- Any faculty member or student with a family member or significant other who is an applicant for medical school at Tulane or elsewhere MUST recuse themselves from participation in the admissions process that academic year
- The Admissions Committee has established that students are generally accepted from the waitlist based on their average admissions score. However, the Admissions Special Group Committee can make decisions in the case of a “tied” or close score in order to create balance in the class with respect to gender, ethnicity, state of origin, or other dimensions important for recruiting a diverse class.
- When a final class is assembled, the Office of Admissions will generate a report to all committee members involved in the admissions process detailing the summary statistics on the class AND how many waitlisted applicants were admitted and on what basis.
- A quorum is defined as 50% or greater of the ARC, or subcommittee.
- Decisions require a majority vote of those in attendance.

4) REVIEW/REVISION/IMPLEMENTATION

- a) **Review Cycle:** This policy shall be reviewed by the Office of Admissions and Student Affairs annually from the effective date.
- b) **Office of Record:** After authorization, the Dean’s Office (Office of Admissions and Student Affairs) shall be the office of record for this policy.

5) RELATED POLICIES

Not applicable

6) GOVERNING LAW OR REGULATIONS

Not applicable

7) ATTACHMENTS

Not applicable