Admissions Committee Policy

**Scope**
This policy applies to all elected, appointed and ex-officio members of the Indiana University School of Medicine Admissions Committee.

**Policy Statement**
The Admissions Committee is a standing committee per the IUSM Faculty Constitution and has final responsibility and authority to review, evaluate, and select students for matriculation into the Indiana University School of Medicine educational program leading to the Doctor of Medicine (MD) degree.

**Reason for Policy**
The Admissions Committee must have clearly established criteria for membership, committee procedures and admissions review procedures.

**Admissions Committee Charge:** To select those applicants who possess the strong academic abilities and personal characteristics necessary to become caring, compassionate physicians and to build an entering class that reflects IUSM efforts toward a diverse cultural climate.
Relationship to the Faculty Steering Committee: Each spring, the voting members of the faculty elect two members to serve on each of the standing committees, including the Admissions Committee. One of the elected members to the Admissions Committee also serves as a representative on the Faculty Steering Committee, which is the governing body of the IUSM faculty. The Admissions Committee submits a report to the Faculty Steering Committee on an annual basis.

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Procedures

Membership
Tenure and non-tenure track faculty members are eligible to serve.

The committee includes Dean-appointed faculty members to ensure appropriate diversity and representation in its membership. In consultation with the committee Co-Chairs and Associate Dean for Admissions and Student Financial Services, faculty committee members are formally appointed each year by the Executive Associate Dean for Faculty Affairs and Professional Development who acts as the Dean’s designee.

In accordance with the IUSM Faculty Constitution, each year the voting members of the faculty also elect two faculty representatives to serve terms of two years in duration. One of the elected members to the Admissions Committee also serves as a representative on the Faculty Steering Committee, which is the governing body of the IUSM faculty.

Student nominees are selected by the Medical Student Council and presented to the Co-Chairs of the Committee and the Associate Dean for Admissions and Student Financial Services, who will make the final appointment.

The Associate Dean for Admissions and Student Financial Services serves as a voting member of the Committee as long as this individual holds a faculty appointment. The Associate Dean for Admissions and Student Financial Services and the Director of Admissions shall serve as administrators of the Admissions Committee and staff liaison.

The following term durations are applicable:

- Dean’s appointed members: 1 year
- Elected faculty representatives: 2 years
- Student members: 1 year

Executive and Review Subcommittee
The Executive and Review Subcommittee consist of 9 faculty members and 2 administrators. The subcommittee sets the agenda for Admissions Committee meetings and operationalizes the decisions of the Admissions Committee for issuing acceptance to waitlist applicants for the
entering class. The Admissions Committee charges this subcommittee to develop at each IUSM campus a comparable student body which reflects IUSM efforts toward a diverse cultural climate.

**Rural Medical Education Program (RMEP) Subcommittee**
The School of Medicine has established a four-year program in rural medical education at IUSM–Terre Haute. Applicants who are from counties designated rural or whose extracurricular activities demonstrate a strong rural community involvement will be invited to apply to the RMEP via correspondence from the Admissions Office. Applicants will be screened and/or interviewed by the RMEP Admissions Subcommittee, which is appointed by the Co-Chairs of the Admissions Committee. The RMEP Subcommitteee consists of members of the Admissions Committee, augmented by rural physicians and other professionals involved in the provision of health care in rural Indiana. The subcommittee makes recommendations for acceptance of RMEP applicants and forwards them to the Admissions Committee for review and approval.

**Meetings**
The Admissions Committee meets twice per month for applicant interviews and once a month for selections through the application cycle (August to May). The Associate Dean for Admissions and Student Financial Services or the Co-Chairs may call additional meetings as required with at least two-week notice. The Committee conducts additional meetings for the purpose of orienting and training committee members and to review policies and procedures. A quorum for the Admissions Committee is defined as 50% faculty attendance.

**Committee Member Orientation and Training**
At the beginning of the annual interview cycle, committee members attend an orientation session to learn about admissions policies and procedures. Committee members also receive training on the holistic interview process.

All committee members are informed about the conflict of interest policy and the need to recuse themselves during interviews and deliberations about an applicant with whom they have a personal relationship. All committee members and interviewers must sign the school’s policy attesting that their participation in the admissions process is free from any conflict of interest.

**Policies and Procedures Meeting**
Policies and procedures are developed, revised and approved by the Admissions Committee once per year during the Policies and Procedures Meeting.

**Admissions Requirements and Application Review Process**

**Eligibility**
Applications from Indiana residents and non-residents with ties to the state of Indiana will be considered on the basis of holistic review factors such as understanding the medical profession through physician shadowing, community service, volunteer experiences, health care-related work, research experience, academic performance, and MCAT scores. Contributing factors for Indiana ties may include enrollment in Indiana colleges/universities, alumni relationships, combined degree programs and the overall diversity of the class. Applications from nonresidents and others without Indiana ties will be reviewed on the basis
of holistic review factors and on the basis of building an entering class that reflects IUSM efforts toward a diverse cultural climate.

Applications from all international applicants (including Canadian citizens) must include proof of a US permanent resident visa to be eligible for consideration.

**Letters of Recommendation**
All applications must include three letters of recommendation submitted to the American Medical College Application Service (AMCAS): one from a personal reference, one from a science faculty member and one from a non-science faculty member. In addition, an evaluation from a Dean of Students or from an equivalent college or university official whose office maintains disciplinary records must be included.

**Legal and Disciplinary Disclosures**
The Admissions Committee requires that applications for admission to the School of Medicine must contain disclosure of all institutional or legal disciplinary actions in writing (even if the charge has been dismissed). Failure to disclose the above may result in the withdrawal of an acceptance or in the case of matriculated students, dismissal from medical school.

The Admissions Office staff conducts a preliminary screening of all applications and creates a list of those eligible for interview.

**Interviews**
Interviews are held for approximately ten interview days. Interviews are conducted by two-person interviewing teams that are determined by the Committee Co-Chairs with input from the Admissions Office.

**Consideration by the Admissions Committee**
In order for an application to be eligible for review by the Admissions Committee, it must contain: interview notes and score, MCAT scores, all required references and legal disclosure form. Applications are presented to the Admissions Committee for their consideration on three lists:

1. Indiana residents;
2. Nonresidents with ties to the state of Indiana;
3. Nonresidents.

Eligible applications will be listed for consideration in a sequence using a numeric formula employing the cumulative grade point average, most current MCAT total score, and interview score.

**En Bloc Consideration**
During the selection process, the Admissions Committee hears presentations of the applications by the interviewers. In order to expedite the consideration of a large applicant pool, the Admissions Committee uses an *en bloc* voting procedure to give admissions to applications with high qualifications. Members of the Executive and Review Committee review applications for *en*
A bloc presentation to the full Admissions Committee, which may then vote to admit them as a group. Members of the committee will have the opportunity to extract any names from the en bloc group for individual review.

Out-of-Sequence Consideration
There may be applications which the Admissions Committee wishes to consider out of the usual sequence. In order for an application to be considered out-of-sequence, Admissions Committee members or members of the Admissions Office staff must submit a nomination for out-of-sequence consideration by designating the request in the interview form or by writing to the Executive and Review Committee. The reasons for the nomination must be clearly articulated.

Early Decision Program
The Early Decision Program is a program in which applicants apply early to one medical school only. The application deadline is August 1st. If an application meets the Early Decision Program requirements, the candidate will be interviewed in September and notified of the Admission Committee’s final decision no later than October 1st.

Junior Applicants
Occasionally IUSM receives an application from a candidate who wishes to attend medical school following the completion of the undergraduate junior year. In order to be complete, such an application must contain all of the above items plus grades from the fall term of the junior year. At the discretion of the Admissions Committee, applications from junior applicants may be considered for early admission with delayed matriculation.

Background Check
A criminal background check will be completed at the request of the American Medical College Application Service (AMCAS) for students accepted to Indiana University School of Medicine. Matriculation will be contingent on a satisfactory report. Accepted candidates are notified of this requirement in their letters of acceptance.

Technical Standards for Admission
Every accepted IUSM candidate is required to sign the Technical Standards for Admission and Retention Certification Form to document that she/he meets the school’s technical standards and thus is capable of participating in the medical education program and the practice of medicine with or without accommodation.

Deferral Status
An application is placed in deferred status when the Admissions Committee is unable to complete a decision on the application due to missing information.

Combined degree (i.e., parallel curriculum)
For the MD-PhD or Medical Scientist Training Program (MSTP), the Admissions Committee focuses exclusively on the MD program admissions process. The PhD admissions process is carried out by the MSTP program, which interviews, selects and then makes recommendations to the Admissions Committee. The final decision rests with the Admissions Committee.
Waitlist
The Admissions Committee first determines the list of accepted applicants. When this task is completed, the Admissions Committee determines the waitlist using the remaining pool of applicants. The procedure for selecting and placing applicants on the waitlist is the same as for selecting and placing applicants on the main list.

Additional Contacts

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<thead>
<tr>
<th>Subject</th>
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History

Approved by the IUSM Admissions Committee on 03/01/2017.

Approved by the EAD for Educational Affairs and by the EAD for Faculty Affairs and Professional Development on 03/28/2017.

Approved by the Dean of the IU School of Medicine on 03/28/2017.