Policy Title: Medical Student Selection Policy

Policy Number: AD.10.05.170425

Applies to: This policy applies to Admissions Committee members

Date: 4/25/2017

1.0 Policy Statement
It is the Elson S. Floyd College of Medicine policy that the Admissions Committee develops the medical student admissions criteria and procedures in alignment with the College of Medicine mission, vision and accreditation standards.

2.0 Definitions
AMCAS: American Medical College Application Service is the Association of American Medical Colleges centralized medical school application processing service.

3.0 Responsibilities
Admissions Committee
Assistant Dean for Admissions and Recruitment

4.0 Procedures
Responsible Office for Procedures: Office of Admissions and Recruitment

Contact Person for Procedures: Assistant Dean for Admissions and Recruitment

The admissions process is driven by and aligns with the Elson S. Floyd College of Medicine mission and vision. Applicants are reviewed through a holistic review framework. Holistic review ensures admissions practices, processes, and policies support the Elson S. Floyd College of Medicine’s mission and strategic priorities. Holistic review supports all the ways an applicant contributes to the learning environment and healthcare. It also aids in selecting a broadly diverse student body, which enriches the learning environment. The following components of holistic review are incorporated into the admissions process:

• Experiences: Experiences are considered at all phases of the admissions process. In particular, those experiences that meet the ESFCOM mission are regarded strongly.
• Attributes: Attributes are considered at all phases of the admissions process. The rubrics for screening, MMI, and review for the admissions committee all include attributes.
• Metrics: Threshold metrics (GPA and MCAT combinations) are considered at the initial phase, which determines if an applicant receives a secondary application. After that point, metrics are no longer considered in the admissions process.

In line with the mission, strategic pathway programs (e.g., early decision), which are not
part of the typical admission cycle, can be developed and approved by the Cabinet, Dean, and Executive Leadership with endorsement of the Admissions Committee. These strategic programs must draw on the following principles:

- Do not compromise ESFCOM standards;
- Facilitate the admittance of students aligned with our mission;
- Develop innovative models to reduce the financial indebtedness for medical students

Below are the steps in the admissions cycle:

1. Submission of AMCAS application
2. Preliminary screening for applicants to receive the secondary application
   a. Approved metrics requirements (if any) including MCAT and undergraduate Overall GPA.
      i. If an applicant has completed coursework toward a master’s or doctoral-level program in a science area, the graduate GPA may be taken into consideration.
   b. Approved Washington residency requirements that meet legal statutes of Washington when it applies.
      i. If applicants do not meet the legal Washington residency status or their status changes from Washington resident to non-Washington resident at any point during the admissions cycle, they must meet three of four of the “from Washington” criteria, which include:
         1. Born in Washington
         2. Childhood address in Washington
         3. Graduated from a Washington high school
      ii. If applicants do not meet legal Washington residency, nor three of four of the “from Washington” criteria, they can submit a Residency Appeal Form; appeals are reviewed by a subcommittee of the Dean’s Cabinet who make the final decision about whether an applicant meets the “from Washington” criteria; all decisions are final.
   c. Applicants who meet the above two requirements of metrics and Washington residency or “from Washington” criteria will receive a secondary application.
3. Selection for the interview using AMCAS, secondary, and recommendation letters
   a. Approved mission-driven, holistic review rubric are used to screen for interviews.
   b. Each application is reviewed by two different trained screeners.
   c. When there are mixed screen decisions that do not result in an interview, a third screen may be completed by the Assistant Dean for Admissions and Recruitment or a different screener in the case of the Assistant Dean being an initial screener, in order to fill unfilled interview spots.
   d. Each screener will complete a holistic review training.
   e. Plus factors will be considered for interviews:
      i. First Generation College (neither parents have a bachelor’s degree)
      ii. First Generation Professional (neither parent went to professional/graduate school)
      iii. Low Socioeconomic Status
iv. Grew up in a rural or underserved community in Washington
v. Unique characteristic not restricted by Initiative 200

4. Multiple Mini Interview (MMI)
   a. Admission Committee identifies MMI scenarios that align with attributes in the ESFCOM mission; final approval of MMI scenarios is provided by the Vice Dean for Faculty and Student Experience.
   b. Each MMI evaluator will complete training each year and complete a refresher training the day of the interview.
   c. Family/Partner inclusion program is part of the interview day in which they can attend general information sessions but not MMI components.

5. Acceptance Decisions
   a. Each application is reviewed by three trained evaluators with an Admission Committee member as the lead reviewer who is responsible for presenting the applicant (in the absence of the AC member, the second reviewer will present the applicant) to the Committee.
   b. Plus factors will be considered for acceptance:
      i. First Generation College (neither parents have a bachelor’s degree)
      ii. First Generation Professional (neither parent went to professional/graduate school)
      iii. Low Socioeconomic Status
      iv. Grew up in a rural or underserved community in Washington
      v. Unique characteristic not restricted by Initiative 200
   c. The Admissions Committee makes final recommendations for acceptance of applicants.
   d. The Associate Dean for Admissions and Recruitment, the Assistant Dean for Admissions and Recruitment, and the Chair of the Admission Committee make final determination of acceptance using the Admissions Committee recommendations in the context of overall scores from different admittance pools to calibrate the strength of each applicant relevant to the overall pool.
   e. The Office of Admissions and Recruitment staff will verify the extent to which the admissions criteria are met by July 15.

6. Offer of Admission
   a. Offer of admission letters are signed by the Dean
   b. The AAMC requires medical schools to make a total number of acceptances to fill the entire class by March 15.
      i. Any withdrawals or admissions offers declined will result in an offer from the waitlist in keeping with the designated class size.
         1. The waitlist is formed with applicants found acceptable by the Admissions Committee who have yet to receive an offer; it is utilized for additional offers of admission upon receipt of withdrawals by previously accepted applicants.
   c. Offers are prioritized by the Admissions Committee decision of “Admit” followed by “Waitlist”. Applicants with an Admissions Committee decision of “Decline” are no longer considered for admission.
   d. Admission is contingent upon completion of all requirements by July 15.
   e. For deferrals, please see the Deferral of Admissions Policy.
Beyond Washington residency or “ties to Washington” requirements outlined above, additional requirements to be considered for acceptance to the Elson S. Floyd College of Medicine include:

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<thead>
<tr>
<th>Requirement</th>
<th>Detail</th>
<th>Future Modification</th>
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<tbody>
<tr>
<td>Medical College Admission Test (MCAT)</td>
<td>• Must have been taken no earlier than four years before the expected date of matriculation.</td>
<td>None</td>
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<td>• Must be taken by September 30th of the application year to be considered.</td>
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<td>• The highest MCAT score is considered.</td>
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<td>Letters of Evaluation</td>
<td>• Three (3) to four (4) individual letters or a Health Professions Advisory Committee (HPAC) Evaluation packet which can include varying numbers of individual letters, must be submitted directly to AMCAS. If an HPAC packet is submitted, the applicant may have one (1) extra letter of evaluation submitted directly to AMCAS.</td>
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<td>• All letters must be written on official letterhead.</td>
<td>None</td>
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<td>• All letters must be dated for the application year.</td>
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<td>Undergraduate Course Requirements</td>
<td>• Biology with lab: 4 semester credit hrs. (or 6 quarter hrs.) <em>Preferred focus: Genetics, Molecular, Biology</em></td>
<td>The aim is for an eventual phase-out of all pre-requisite coursework.</td>
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<td>• Organic Chemistry with lab: 4 semester credit hrs. (or 6 quarter hrs.)</td>
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<td>• Physics with lab: 4 semester credit hrs. (or 6 quarter hrs.)</td>
<td>For entering year 2018, the English and Math course requirements will be transitioned to recommended courses leaving the science pre-requisites.</td>
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<td>• English or other intensive writing courses: 6 semester credit hrs. (or 9 quarter hrs.)</td>
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<td>• Math: 6 semester credit hrs. (or 9 quarter hrs.) <em>Preferred focus: statistics</em></td>
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<td>• Coursework does not expire.</td>
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5.0 Related Policies
N/A

6.0 Key Search Words
Applicant, applicant selection, screening, interviews, offers of acceptance

7.0 Revision History

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<td>AD.10.06.170211</td>
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Responsible Office: Office of Admissions and Recruitment

Policy Contact: Assistant Dean for Admissions and Recruitment

Supersedes: N/A