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.
MCAT: Medical College Admission Test; standardized examination administered through AAMC which measures critical thinking, science, social science foundational knowledge necessary for medical school.
GPA: undergraduate grade point average. The undergraduate GPA is calculated by AMCAS using all college course credit earned, even when taken at multiple institutions. Graduate GPA is calculated separately.

3.0 Responsibilities
Admissions Committee
Associate Dean for Admissions, Recruitment, and Inclusion

4.0 Procedures
Responsible Office for Procedures: Office of Admissions and Recruitment
Contact Person for Procedures: Associate Dean for Admissions, Recruitment, and Inclusion

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. 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 (undergraduate grade point average and highest percentile rank on the Medical College Admission Test [MCAT] combinations) are considered at the initial phase, which partially determines if an applicant receives a secondary application. After that point, MCAT and GPA 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 outlines the process in the admissions cycle:
1. Submission of AMCAS application
2. Preliminary screening for applicants to receive the secondary application
   a. Has met one of the metric combination thresholds including MCAT and undergraduate 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 if the original thresholds were not met.
   b. Approved Washington residency requirements that meet the connection to Washington.
      i. An applicant can meet a definition of “resident student” as outlined in RCW 28B.15.012(2) to be considered. Common examples of those meeting the definition of a resident student include:
         1. Applicants who are financially independent and have maintained a bona fide domicile in the state of Washington primarily for purposes other than educational for at least one year immediately prior to the secondary deadline of December 1.
         2. Applicants who are financially dependent with at least one parent or legal guardian who has maintained a bona fide domicile in the state of Washington for at least one year immediately prior to the secondary deadline of December 1.
         3. Applicants who are on active military duty stationed in the state of Washington or are members of the Washington national guard.
         4. Applicants who (i) are members of a federally recognized tribe who traditional and customary tribal boundaries include portions of the state of Washington, or who tribe was granted reserved lands within the state of Washington, and (ii) have maintained a bona fide domicile in Idaho, Montana, Oregon, or Washington or a
combination of these states, for one year immediately prior to the secondary deadline of December 1.

ii. If applicants do not meet one of the definitions of being a resident student of Washington, they must meet three of four “ties to Washington”, which include (which should be indicated in AMCAS):
   1. Born in Washington
   2. Childhood address in Washington
   3. Graduated from a Washington high school
   4. Parent/guardian currently lives in Washington

iii. If an applicant’s residency changes through AMCAS during the admission cycle, all of these requirements must still be met.

iv. If an applicant does not meet a definition of Washington resident student, nor three of four “from Washington” criteria, they are not eligible for admission.

c. Must be a US Citizen or US Permanent Resident
d. The Admissions Office must have received all required letters of recommendation from AMCAS (see requirements table below for more detail).
e. Applicants who meet the above requirements of metrics thresholds, Washington student resident or ties to Washington criteria, US Citizenship/Permanent Residency, and the Admissions office has received all required letters of recommendation will receive a secondary application.

3. Selection for the interview using AMCAS, secondary, and recommendation letters
   a. Approved mission-driven, holistic review rubrics are used to screen for interviews.
   b. Each application is reviewed by two trained screeners who are members of the Admissions Committee or the Directors in the Admissions Office.
   c. When there are mixed screen decisions that do not result in an interview, a third screen may be completed by the Associate Dean for Admissions, Recruitment, and Inclusion or a different screener in the case of the Associate Dean being an initial screener, in order to fill unfilled interview spots.
   d. Each screener will complete holistic review training.

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 a subcommittee of the Admissions Committee.
   b. Each MMI evaluator will complete training each year and complete a refresher training the day of the interview.
   c. The Family/Partner inclusion program is part of the interview day in which applicants’ family members may attend general information sessions but not MMI components.

5. Acceptance Decisions
   a. Each application is reviewed by two trained evaluators who are members of the Admissions Committee.
   b. The Admissions Committee makes final recommendations for acceptance of applicants via the Committee Score which is used in making offers of acceptance during the regular offer period.
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c. The waitlist is formed in keeping with the LCME Consensus Statement on Satisfactory Performance in Element 10.2: Acceptance from the Waitlist/Alternate List after all initial seats are filled.

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. Withdrawals or declined admissions offers 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.
   c. Admission is contingent upon completion of all requirements by July 15.
   d. The Office of Admissions and Recruitment staff will verify the extent to which the admissions criteria are met 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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| **Medical College Admission Test (MCAT)** | • Must have been taken no earlier than four years before the expected date of matriculation.  
                                           • Must be taken by September 30th of the application year to be considered.  
                                           • The highest MCAT score is considered. | None               |
| **Letters of Evaluation**            | • 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.  
                                           • All letters must be written on official letterhead.  
                                           • All letters must be dated for the application year. | None               |
| **Undergraduate Course Requirements** | • Biology with lab: 4 semester credit hrs. (or 6 quarter hrs.)  
                                           • **Preferred focus:** Genetics, Molecular, Biology  
                                           • Organic Chemistry with lab: 4 semester credit hrs. (or 6 quarter hrs.)  
                                           • Physics with lab: 4 semester credit hrs. (or 6 quarter hrs.)  
                                           • Coursework does not expire. | The aim is for an eventual phase-out of all prerequisite coursework. |
Baccalaureate Degree

- A bachelor’s degree from an accredited US institution must be earned by July 15 prior to matriculation.
- If a doctoral degree has been/will be earned by July 15 prior to matriculation but did not require a bachelor’s degree for entrance, the doctor degree may be substituted to meet this requirement (effective EY 2019).
- If a bachelor’s degree was earned from a Canadian institution which has received accreditation from one of the regional US accreditation bodies, this may meet the requirement (effective EY 2019).

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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Responsible Office: Office of Admissions and Recruitment

Policy Contact: Associate Dean for Admissions, Recruitment, and Inclusion

Supersedes: N/A