



# Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Scholarship Process for Awards to Medical Students

Policy Number: SC.04.01.170620

Applies to: Members of the Scholarship Selection Committee and Applicants

Date: 6/20/2017, Procedures updated 9/17/2018

## 1.0 Policy Statement

It is the policy of the Elson S. Floyd College of Medicine (ESFCOM) that the Scholarship Selection Committee awards ESFCOM scholarships based upon the Scholarship Committee's criteria and procedures for the selection of students for scholarship.

## 2.0 Definitions

*Scholarship Committee:* A standing committee of ESFCOM that establishes criteria and procedures for the awarding of scholarships.

*Selection Committee:* A committee that reviews applications and recommends medical students for scholarship awards.

*Chair:* The chair of the Selection Committee is elected by the ESFCOM Faculty Council.

## 3.0 Responsibilities

Office of Student Affairs - Responsible for the maintenance and enforcement of procedures.

Selection Committee – A standalone committee with the specific purpose of reviewing medical student scholarship applications to identify the mission-fit score used to help award scholarships set by the Scholarship Committee.

Standing Committee – Is elected by the Faculty Council and establishes criteria and procedures for awarding of scholarships.

## 4.0 Procedures

Instead of a separate scholarship application, admitted students' completed ESFCOM applications are used to award scholarships, which include the ESFCOM Secondary Application, recommendation letters, multiple mini-interviews, and the AMCAS application.

At least two different reviewers from the Selection Committee read each application. The Office of Student Affairs is responsible for recruiting members of the Selection Committee.

## **Step 1- Receiving the Applications**

When applications of admitted students become available, the Office of Student Affairs randomly assigns each application to two Selection Committee members and up to four reviewers. The applications are available on SharePoint via read only option. Committee members receive instructions for accessing SharePoint when the applications are ready to review.

Selection Committee members receive the full name of the students to review and search for them in the SharePoint Folder. All applications are available on SharePoint. Reviewers do not read applications unless assigned to them to ensure all applications have the same number of reviews.

Student applications are distributed to Selection Committee members on a rolling basis, to coincide with the admissions cycle. Each time the Admissions Committee admits students, Selection Committee members receive a notice to review applications. There may be times that a Selection Committee member may not receive any applications because of a low number of admitted students from a particular admissions review. Selection Committee members either receive a message about reading applications, or receive a notice that there are no applications to review.

## **Step 2 - Using the Scholarship Rubric**

The Scholarship Committee developed a rubric designed to determine the extent a student has aligned with the ESFCOM mission and vision. Reviewers must use this rubric to evaluate each applicant. Results go to the Office of Student Affairs, prior to the Selection Committee meeting, to tally the results from the reviewers. Each year the Selection Committee debriefs to improve the scholarship review process and to ensure that each reviewer uses the rubric the same.

## **Step 3- Selection Procedures**

At the selection committee meeting, these procedures and goals are applied:

- The primary goal is to identify the applicants that most align with the ESFCOM mission based on the reviewers' scores using the scholarship rubric. The average score across reviewers serves as the single score for the applicant. Some adjustments are made to attend to reviewers differences in rating. The average of each reviewer is calculated and a formula calculates an adjustment to the applicant's score based on the reviewers' average. The lower the reviewer average, the higher the adjustment to ensure an equitable scoring process. That is, an applicant should not be penalized or advantaged because a reviewer historically rates lower or higher.
- The second goal is to separate the applicants into three categories: (1) Top Tier; (2) Middle Tier, and (3) Lower Tier. A meeting of the Selection Committee is held to discuss applicants' rankings as reported by reviewers. The bulk of the meeting focuses on discussing appropriate tiers based on the reviewers' scores.

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- As these are need-based scholarships, financial need must be considered in combination with the applicant’s alignment with mission score.
  - Once the alignment score is determined, a representative from Washington State University financial aid adjusts the tiered list to include need.
  - Each tier is re-sorted with the top applicants ranked based on the highest combined need and alignment score.
  - The goal is to generate a ranked list of applications from 1 to 60 in order to award scholarships.
- As part of the Selection Committee meeting, a debriefing is held about how reviewers evaluated applications in order to improve the overall process.
  - The Office of Student Affairs addresses Selection Committee members who may be struggling with scoring candidates. Examples of struggles include/are: by low variance in which the top scores and low scores are nearly equal or differ minimally; inconsistencies in scoring; or unconsciously scoring based on inferences rather than direct evidence.

## Step 4 – Awarding Scholarships

Scholarships are awarded by rank order based on need and alignment with the ESFCOM Mission and in conformity with federal, state and donor restrictions.

### 5.0 Related Policies

ESFCOM Policy AD.10.04.160506 - Admissions Conflict of Interest Policy

### 6.0 Key Search Words

Scholarship, Awards, Committee
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### 7.0 Revision History

Original Approval	Revision Approval Date
9/23/2016	9/23/2016
9/23/2016	6/20/2017

**Responsible Offices:** Office of Student Affairs

**Policy Contact:** Chair, Scholarship Committee

**Supersedes:** None