



**Policy Title:** Admissions Committee

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**Accountable Dean(s) or Director(s):**

Dean of Admissions  
Director of Admissions

**Reviewed By:**

Admissions Committee

**Approval Body:**

Executive Faculty

**RELEVANT LCME STANDARD:**

10.2 Final Authority of Admission Committee  
10.3 Policies Regarding Student Selection/Progress and Their Dissemination

**POLICY STATEMENT AND PURPOSE:**

In Element 10.2, the LCME states: The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors.

In Element 10.3, the LCME states: The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

**POLICY GUIDELINES:**

The **Admissions Committee** is a standing committee of the Executive Faculty as codified in the Tulane School of Medicine General Medical Faculty Bylaws.

**I. Function**

- a) Review and evaluate all applicants to Tulane University School of Medicine and has the final authority to select matriculants.

**II. Membership**

Membership consists of faculty, administrators, and students who represent the diversity of Tulane University School of Medicine. The Dean of Admissions serves as Chair of the committee. Faculty members constitute a majority of voting members on the committee.

All members are appointed and serve one-year terms with the possibility for renewal, with the exception of GMF elected members who serve 3-year terms. Before the application review season, all members are oriented to the admission committee policies and processes.

The Admissions Committee consists of five components:

- a) **Screeners:** The responsibility of the screeners is to review every applicant to Tulane University School of Medicine and decide who will be invited for an interview. The screeners are composed of members of the Review Committee and select personnel from Admissions/Student Affairs, Academic Affairs, and the Office of Multicultural Affairs.
- b) **Interviewers:** The responsibility of the interviewers is to conduct interviews and submit narrative and numerical interview reports. This group consists of approximately 80 faculty and administrators and 50 medical students.
  - All faculty and student interviewers 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 mission. Following every interview day, applicants complete a survey that assesses their interviewer(s). This information is used to further screen interviewers for suitability.
  - Each applicant has 3 interviews, one of which is conducted by a faculty/administrator. MD/PhD applicants have additional faculty interviews.
  - Applicants are interviewed in a blinded fashion (without grades or MCAT scores available to the interviewer).
- c) **Review Committee:** The responsibility of the Review Committee is to decide who will be offered admission, offered a spot on the waitlist, or not offered admission to Tulane University School of Medicine. The Review Committee is composed of 50 people: 35 Full-time faculty members (4 of whom are elected by the General Medical Faculty, 2 from the basic sciences and 2 from the clinical sciences), 14 students chosen by their peers, and the Director of Admissions. The appointed members are appointed by the Dean of Admissions on an annual basis.
  - The 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.
- d) **Special Groups Subcommittee:** The responsibility of this committee is to advise the Review Committee on admission's decisions of select applicant groups. These select applicant groups are early decision, early assurance, and waitlist applicants. The Special Groups Subcommittee members are elected by the members of the Review Committee.
- e) **Admissions Physician Scientist Program (MD/PhD) Subcommittee:** This group advises the Review Committee on which applicants will be offered acceptance from the PSP waitlist. The Admissions PSP (MD/PhD) Subcommittee is composed

of four members of the Review Committee and select members of the Biomedical Sciences faculty.

### III. **Meetings**

- a. A quorum is defined as 50% or greater of the Review Committee or subcommittee.
- b. Decisions require a simple majority vote of those in attendance, of which a majority of the present voting members must be faculty members.

### IV. **Recusal Policy**

All persons participating in the admissions process must recuse themselves for any conflict of interest regarding individual applicants (family member, significant other, friend, etc.). This includes recusal from both the interview and selection process.

#### **LAST REVIEW DATE/APPROVAL:**

Admissions Committee: 10/25/24

Executive Faculty: 01/21/25

#### **REVIEW CYCLE:**

Every 3 years