

**VCU**

School of Medicine Admissions Committee and Student Selection Policy

Policy Statement and Purpose

The Liaison Committee on Medical Education (LCME) has standards regarding the establishment of an institutional body to oversee the selection of applicants into the medical education program. To ensure compliance with these standards, the Virginia Commonwealth University School of Medicine has developed an Admissions Committee that will act as the committee overseeing the review of applications, setting admissions criteria, and extending offers for acceptance. This policy serves to define the membership and charge of the Admissions Committee, as well as outline the procedures used by the Committee in reviewing and accepting applicants.

Stakeholders

The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

VCU SOM: Virginia Commonwealth University School of Medicine.

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

Admissions Committee (AC): The committee charged with selecting applicants for admission to the medical education program based on approved selection criteria

Admission Requirements: A comprehensive listing of both objective and subjective criteria used for screening, selection, and admission of applicants to a medical education program. (LCME DCI Standard 10)

ADA: Assistant/Associate Dean of Admissions for the SOM.

AMCAS: American Medical Colleges Application System.

CASPer: Computer-Based Assessment for Sampling Personal Characteristics.

MMI: Multiple Mini Interview. This blind interview process ensures interviewers do not receive any information about the applicant, limiting potential bias and increasing focus on the communication skills

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and personal attributes of the candidate. The MMI process involves a series of timed, brief stations designed to assess specific qualities of candidates evaluated through short answer questions, providing applicants the opportunity to meet with several interviewers. Each interviewer submits a written evaluation of the candidates interviewed, which becomes part of the documentation reviewed by the AC.

Composition of the School of Medicine Admissions Committee ---

Admissions Committee Charge

The charge of the Admissions Committee is to interview and select qualified students for the medical education program each year utilizing a holistic review process.

Admissions Committee Membership

The AC will be comprised of the following twenty-five (25) **voting** members:

- Chair of the AC
 - The Chair will be appointed by the Dean and serve a term of five (5) years
 - The Chair must be a full-time faculty member
- Vice Chair of the AC
 - The Vice Chair will be appointed by the Dean and serve a term of five (5) years
 - The Vice Chair must be a full-time faculty member
- Fifteen (15) Faculty Members
 - Faculty members may be either full-time or adjunct and serve a term of five (5) years
 - Ten (10) faculty members will be elected through a vote of the faculty
 - Five (5) faculty members will be appointed by the Chair of the AC
- Five (5) Student Members
 - All student members must be from the M4 year
 - Students must be in good academic standing as confirmed by the Office of Medical Education
 - The Chair and Vice Chair of the AC will select students for participation from an interested pool of volunteers
- Three (3) Ex-Officio Members
 - One (1) Assistant/Associate Dean for Student Affairs
 - One (1) Assistant/Associate Dean for Student Affairs and Financial Aid
 - One (1) Executive Director for the Division of Student Engagement and Impact
- All terms are renewable with the exception of Student Members

The AC will include the following **non-voting, resource** members:

- Senior Associate Dean for Admissions
- Assistant or Associate Dean(s) for Admissions
- Up to an additional ten (10) M4 students

- These students must meet the same criteria as the student voting members

Mid-Term Vacancies

If a vacancy is created as a result of a member leaving the committee prior to the end of their term, their position will be filled for the remainder of their scheduled term.

- Vacancies will be filled by appointment of the Dean in consultation with the Chair of the AC to complete the remainder of the vacant term

Quorum

- A quorum must be present in order to conduct official votes by the AC.
 - To achieve a quorum there must be at least ten (10) voting faculty members present

Student Selection Procedures

Preliminary Screening

- All applicants apply to VCU SOM MD program through the American Medical College Application Service (AMCAS)
 - This application is referred to as the primary application.
 - All primary applications are reviewed based on Medical College Admission Test (MCAT) score and undergraduate GPA criteria set by the Admissions Committee.
 - Applicants with a MCAT \geq 503 and GPA \geq 3.3 are invited to complete a secondary application.
 - Applicants with a MCAT less than 503 or an undergraduate GPA less than 3.3 are reviewed by criteria set by the AC.
 - Applicants who have MCATs or grades that are pending, will have their applicants placed on hold until those items are available.
 - All available graduate science grades will be reviewed
 - Applicants with graduate science grades \geq 3.4 and MCAT \geq 503 are invited to complete a secondary application
 - If applications do not meet these criteria, they will be rejected.
 - Secondary applications include additional questions for the applicant, a list of prerequisite courses completed with grades, and a short essay.
 - Secondary applications are considered complete once all additional documents are received.
 - All primary and secondary applications are reviewed by trained staff in the Office of Admissions to ensure the applicant meets community service and clinical exposure criteria set by the AC
 - Any application that does not meet established criteria is rejected

File Review and Selection for Interview

- Complete applications are advanced to the AC for file review and include:
 - AMCAS application
 - Secondary VCU SOM application
 - MCAT scores
 - Health Professions Advisor/Committee letter or individual letters of recommendation
- File reviews are completed using a holistic file review worksheet developed by the AC
 - The file review process creates a ranking, and applications that have been reviewed are placed in rank order
 - Ranks are on a scale of one (1) to five (5), with five (5) being the highest ranking
 - Files ranked under a three and a half (3.5) are rejected
 - Invitations for interviews are extended by rank order
 - Applicants must complete the CASPer assessment prior to the date published by the AC in order to be considered for an interview
 - Applicants who score in the fourth (4th) quartile on the CASPer assessment will not be extended an invitation to interview
 - Interviews typically begin in August and end in March of the following year

Interview for Medical School Admissions

- Applicants are interviewed using the Multiple Mini Interview (MMI).
 - Written evaluations from each MMI are provided to the AC by the interviewer and become part of the official file review for the candidate

Admissions Committee Decisions & Wait List Creation: MD Program

- Candidates who have completed the MMI process have their files advanced to the AC for holistic review
 - The AC uses a multi-factorial approach for final evaluations in order to give every applicant full consideration. The AC considers the following:
 - Cumulative grade point average
 - Biology/chemistry/physics/math grade point average
 - Grade consistency from year to year
 - Course load
 - Letters of recommendation
 - MMI evaluations
 - MCAT scores
 - Student experience in:
 - Clinical and non-clinical community service
 - Work experience
 - Research
 - Leadership
 - Extra-curricular activities
 - Personal statement



- Secondary application essay and short answers
 - Correlation of past activities with future goals.
- The rank order list from the AC is used to extend offers of admission
 - Approximately fifty (50) offers of admission are made in October, December, February, and March, respectively.
 - The wait list is developed from the rank order list after the class is filled on March 15
 - Candidates on the wait list have had their files reviewed and approved as acceptable for admission by the AC
 - Candidates on the wait list are extended offers of admission as accepted students withdraw from the class and spots become available
 - The AC has delegated authority to the Senior Associate Dean of Admissions and the Chair of the AC to extend offers of admission to candidates on the waitlist as spots become available
- Accepted applicants are all notified by email and are required to submit the following prior to matriculation:
 - Completed matriculation form and fee
 - Immunization records
 - In-state tuition forms
 - All terminal official transcripts are required to be submitted prior to matriculation.
- Accepted applicants are expected to commit to enroll three (3) weeks prior to matriculation.
- Applicants who are on the wait list but not offered an acceptance are withdrawn immediately after the first (1st) day of the Transition to Medical School course.

Admissions Committee Decisions: Special Programs

- In addition to admissions decisions for the MD program, the AC also makes admissions decisions for:
 - **MD/PhD Program**
 - MD/PhD Program applicants are reviewed by the MD/PhD program administrators to determine interview status based on the applicant's qualifications to become a physician scientist.
 - Applicants who do not meet MD/PhD criteria are offered the option to be MD only applicants
 - MD/PhD students are interviewed with the MD applicants and also have MD/PHD interviews.
 - Applicants are presented to the AC after all interviews are complete, and the AC votes to determine rank of the applicants
 - **Early Decision**
 - Applicants must apply to AMCAS by August 1st and complete interviews by September 15th
 - These applicants are discussed by the AC and final decisions and offers for admission are extended no later than October 1st.
 - **Joint VCU Baccalaureate/VCU SOM MD Programs**
 - Applications are received by the VCU Honor's College by November 1st and applications that meet established criteria are forwarded to the AC for review.
 - The AC reviews the applications and extends offers for interviews to the top sixty



- (60) candidates.
- Using the same holistic review process as the regular MD program, the AC extends offers for admission to the top twenty (20) applicants
 - Accepted applicants are required to meet with the SOM ADA each semester of the BS program as a condition of enrollment in the MD program.
 - **Preferred Applicant/Early Assurance Program**
 - This program is open to second semester sophomores
 - Ten (10) spots are allotted for VCU students
 - Up to two (2) spots are allotted for students from each of the following institutions, for a total of fourteen (14) spots:
 - George Mason University
 - Hampden-Sydney College
 - Hampton University
 - Virginia Military Institute
 - Christopher Newport University
 - The College of William and Mary
 - Randolph-Macon College
 - The AC reviews all applicants and extends offers of acceptance based on a rank order list
 - Accepted applicants must meet with a VCU SOM ADA each semester remaining in college.
 - If AC criteria are maintained throughout college, the applicant is selected to join the MD program upon completion of their undergraduate program.
- All applicants for these programs must meet the criteria set by the AC for admission to the MD program

Related Policies ---

- Technical Standards for the MD Program Policy
- VCU School of Medicine Admissions Conflict of Interest Policy
- VCU School of Medicine Admissions Committee and Applicant Interviewer Conflict of Interest Attestation
- Transfer and Admission with Advanced Standing Policy

Review Cycle and Revision History ---

The policy is reviewed and may be revised by the Dean’s Senior Leadership Team as necessary, but at least every three years.

Current Version Approved: November 1, 2023

Applicable Laws, Regulations & Standards ---

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 10, Element 2



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- LCME Standard 10, Element 3