

CASE WESTERN RESERVE UNIVERSITY SCHOOL OF MEDICINE ADMISSIONS COMMITTEE

Charge:

The Committee participates in both annual decision-making regarding individual applicants and in the establishment of admissions policy and procedure. The Committee will recommend standards of Medical School admission for undergraduate medical students and M.D./Ph.D. candidates, assist in the interview process, and approve candidates for; 1) the traditional CWRU MD program ("the University Program"), 2) the Cleveland Clinic Lerner College of Medicine of CWRU program ("the College Program"), and 3) the Medical Scientist Training program ("the MSTP program") for admission.

Membership:

The Committee will have nine members elected from among the full-time faculty. At least 3 of the elected members shall be from preclinical departments and at least 5 of the elected members shall be from clinical departments. The dean may appoint up to four additional full-time faculty to serve as members of the committee. These elected and appointed faculty committee members will have voting privileges and each shall serve a five-year term. Members may serve consecutive terms without limit.

One Society Dean, appointed by the Chair of Faculty Council in consultation with the Associate Dean for Admissions, and the Medical Education Director of Diversity Initiatives and Community Outreach Programs or their designees, shall serve ex officio with voting privileges; the Associate Dean for Admissions, Assistant Dean for Admissions and the Director of Admissions will serve ex officio without voting privileges.

The Committee will also include four slots to be filled by medical students: two from the second year class and one from the third and fourth year classes, respectively. One of the second year class committee members shall be elected by the medical student body; the other slot shall be filled on a rotating basis by the chairs of the Student Committee on Admissions (SCA), with an election occurring within this group at the end of second year to name the third year representative. Both second year committee members shall serve without voting privileges. The third and fourth year student committee member slots will be filled respectively, on a rotating basis by these elected students. Only one of the third year students and one of the fourth year students will be expected to attend each committee meeting, and the one student in attendance from each of those two classes shall have voting privileges. All student committee members must remain in good standing with no significant academic difficulties.

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The quorum required to conduct the Committee's business shall be 1) the presence of 50% or more of the voting members with 2) at least half of the voting members present being elected or appointed faculty members.

The Admissions Committee of the School of Medicine has final authority for the University Program, the College Program, and the MSTP Program admissions decisions. The Admissions Committee works with two admissions subcommittees, one from the College Program and one from the MSTP Program, both of whom submit recommendations for acceptance of candidates with final approval made by the Admissions Committee of the School of Medicine. The sub-committees may appeal to the Admissions Committee for formal reconsideration of a negative acceptance decision by the Admissions Committee; the Admissions Committee vote on reconsideration represents the final decision and will prevail.

Due to the sensitive nature of the admission process, faculty and students serving on the committee and subcommittees must maintain the highest levels of confidentiality and professionalism. Alleged breaches of these standards will be reviewed by the committee and by the Associate Dean for Admissions, and may be referred to other administrative offices as required by Faculty Handbook and University Policy, with appropriate action taken at their discretion.

September 19, 2016 amended by Faculty Council

September 21, 2015, amended by Faculty Council

April 1, 2013, amended by Faculty Council

May 15, 2007, amended by Faculty Council

April 25, 2003, amended by Faculty Council

October 19, 2001, approved by Faculty of Medicine

December 11, 2000, amended by Faculty Council

December 19, 1983, amended by Steering Committee of Faculty Council

October 11, 1982, original charge approved by Faculty Council