

## CASE WESTERN RESERVE UNIVERSITY MEDICAL STUDENT ADMISSIONS COMMITTEE

### Charge:

The Medical Student Admissions Committee (MSAC) 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. Three of the elected members shall be from basic science departments and six 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. To be eligible for membership on the committee, individuals should have completed at least one-year of applicant interviews for the University Program, College Program, or MSTP Program (10 interviews minimum).

Members may serve a maximum of two consecutive terms, but are eligible to rejoin following a one-year hiatus from the committee.

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, Senior Associate Director of Admissions and Financial Aid, and Assistant Dean for Admissions, will serve ex officio without voting privileges.

The committee will have two voting student members, one from the second-year class and one from the fourth-year class. Given the nature of medical student commitments, two students from each class will be eligible to vote, ensuring that student participation will be maximized. For the first half of the admissions cycle, one student from the second-year Student Committee on Admissions (SCA) group will vote at each meeting. Permanent student committee members will then be elected near the end of the first semester by the medical student body, normally from members of the SCA who wish to be considered. Certain situations may lead to non-SCA members being considered for election. These elected second-year student members will serve as eligible voting members of the committee for the duration of this admissions cycle, with one voting at each meeting. In the third year, these elected student members will not attend admissions committee meetings and will serve as application screeners, returning as voting members in their fourth year. Fourth-year medical students may also serve as application screeners, based on their availability.

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The MSAC Chair will be appointed from amongst elected or appointed faculty committee members by the Chair of the Faculty Council upon recommendation by the Associate Dean for Admissions, with interest solicited from current committee members. Chair selection will be based on several criteria including: years of service on the committee, familiarity with medical school admissions processes, leadership skills, organizational skills, and commitment to diversity and inclusion. The appointed Chair will serve a five-year term, unless deemed otherwise by the Chair of the Faculty Council and/or upon recommendation by the Associate Dean for Admissions. The MSAC Chair may serve a maximum of two consecutive terms, and is eligible to rejoin the committee as a regular member or chair following a one-year hiatus.

The quorum required to conduct the committee's business shall be the presence of 50% or more of the voting members.

The Medical Student Admissions Committee of the School of Medicine has final authority for the University Program, the College Program, and the MSTP Program admissions decisions. The MSAC 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 MSAC. The subcommittees may appeal to the MSAC for formal reconsideration of a negative acceptance decision by the MSAC; the MSAC 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.

*April 18, 2022, amended by the Faculty Council*

*September 21, 2015, amended by the 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*