

## CASE WESTERN RESERVE UNIVERSITY MEDICAL STUDENT ADMISSIONS COMMITTEE

### Charge:

The Medical Student Admissions Committee (MSAC) has final authority in annual decision-making regarding individual applicants and in the establishment of admissions policy and procedure. The committee defines standards of Medical School admission and renders acceptance decisions for all MD programs of Case Western Reserve University (CWRU) School of Medicine, which include 1) the CWRU MD program (“the WR2/University Program”), 2) the Cleveland Clinic Lerner College of Medicine of CWRU program (“the Lerner College Program”), and 3) the Medical Scientist Training program (“the MSTP”) 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. 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 Director for Admissions, will serve ex officio without voting privileges.

The committee will have four medical student members. On a rotating basis, and dependent on their temporary availability, two of these student members will have voting privileges at each meeting. Student members will be in their third and fourth years of the curriculum, and elected by the medical student body

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

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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, with a majority of the voting members present being elected or appointed faculty members.

The Medical Student Admissions Committee of the School of Medicine has final authority for all medical student admissions decisions. The MSAC oversees two admissions subcommittees, one for the Lerner College Program and one for the MSTP. Once the interview season ends, the MSAC gives delegated authority to a specific subgroup from within the MSAC itself to make waitlist decisions from a pool of candidates who it has deemed acceptable for admission.

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.

*June 17, 2024 voted on by FC*

*June 3, 2024 amended by FCSC*

*May 15, 2023, amended by the Faculty Council*

*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*