



Office of the Dean
School of Medicine

Policy Title: Policy on the Admissions Committee

Last Review/Revision/Approval: October 2024

Review Cycle: 4 years

Body Responsible for Review/Revision/Initial Approval: Admissions Oversight Committee; Admission Committee

Responsible Dean: Associate Dean for Admissions

Relevant LCME Element: 10.2

Policy Statement/Purpose:

The LSUHSC School of Medicine New Orleans is dedicated to providing the opportunity for an excellent medical education to applicants who are prepared to benefit from its curriculum and instruction. The Admissions Committee will strive to recruit and admit applicants from every geographic, economic, social and cultural dimension of the State of Louisiana or other states within the country. The primary goal of the LSU School of Medicine in New Orleans is to produce competent, humanistic physicians who will provide medical care for the residents of Louisiana. The Admissions Committee has the final authority to make decisions on admission to the school.

Policy Guidelines:

The Admissions Committee conducts holistic application reviews. As such, the committee must be free of bias and potential conflict of interest.

Admissions Committee Membership

All faculty and students are solicited annually regarding interest in participating in the interview process. The dean appoints members to the committee in consultation with the senior associate dean for faculty and institutional affairs and the associate dean for admissions. Some appointees are faculty who have self-nominated based on an interest in serving on this committee. Others are nominated at the suggestions of their department head or by the school's Faculty

Assembly. Student members of the committee (upcoming senior students) are selected by the associate dean for admissions in consultation with the associate dean for student affairs, associate dean for undergraduate medical education, and the associate dean for diversity and community engagement. There are also alumni of the school of medicine and retired faculty who serve on the committee. Student members are appointed annually while members of the committee can be reappointed. Prior to participation and yearly, each committee member is oriented to the admissions process, conflicts of interest, confidentiality, bias, and the school's mission statement and diversity policy.

The Admissions Committee has four subcommittees that conduct the charges to the committee:

1. **Admissions Screening Subcommittee:** composed of members of the Admissions Committee who review applications and make recommendations for an interview.
2. **Admissions Interview Subcommittee** interviews applicants for medical school. The committee is composed of faculty, students, fellows, alumni and community members.
3. **Admissions Special Programs Subcommittee:** reviews applicants for early assurance, Early Decision, and special or combined programs and makes recommendations to the Admissions Committee.
4. **Admissions Advanced Standing Subcommittee:** reviews applications for transfer with advanced standing into the school after eligibility is determined and requirements are met.

In addition to the four subcommittees, an Admissions Oversight Committee reviews medical school prerequisites and requirements, applicant screening rubrics, and interview questions and makes recommendations to the Admissions Committee. This committee includes members from the Offices of Undergraduate Medical Education, Student Affairs and Records, and Diversity and Community Engagement, the Department of Family Medicine, and the Schools of Graduate Studies and Public Health.

Meetings are held monthly during the admissions cycle (September through April). The class is filled by March 15 of each calendar year in compliance with AAMC traffic rules.

Quorum: A quorum is met when twenty members of the committee are present at the meeting. Student members are not included in the number needed to meet a quorum.

Voting privileges: Members of the committee who have completed training and signed conflict of interest and confidentiality forms are eligible to vote. No more than five students are eligible to vote at meetings so that the majority of voting members are all faculty. Students who have interviewed applicants the month of the meeting are eligible to vote. Students will be notified of their voting status prior to the start of the meeting.