



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

SUBJECT: Committee on Admissions, School of Medicine

Instruction 9001

(ADM)

ABSTRACT

SEP 6 2005

This Instruction establishes the policy by which applicants are selected by the Uniformed Services University of the Health Sciences (USUHS) Admissions Committee for admission to the School of Medicine, USUHS. Further, this Instruction establishes the composition and functions of the Admissions Committee and its members.

A. Reissuance and Purpose. This reissues Instruction 1200^a and sets forth the authority, composition, functions and responsibilities of the Admissions Committee of the F. Edward Hébert School of Medicine. It supplements DoD Directive 6010.7^b.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction applies to applicants, faculty, and staff of the School of Medicine.

D. Definitions. *See Enclosure 2.*

E. Policy. It is the policy of the School of Medicine that:

1. The Admissions Committee review both cognitive and non-cognitive information to select the best-qualified applicants based on evidence of sufficient intellectual ability, preparation to study medicine successfully, evidence of sound character, and motivation for a career in the Medical Corps of the Uniformed Services.

2. There are no quotas by sex, race, religion, national origin, marital status, or state of residence.

3. The Admissions Committee is advisory to the Dean, School of Medicine, who has final responsibility for the selection of candidates for admission.

4. The Dean, School of Medicine, selects candidates only from among those recommended by the Committee.

F. Responsibilities.

1. The Committee on Admissions shall:

- a. Recommend selectees to the Dean to fill class spaces in the School of Medicine. Actions taken by the Admissions Committee on candidates presenting themselves for consideration will be in accordance with this Instruction.

- b. Authorize the notification of applicants, coordinate with other DoD elements, and other appropriate

professional associations (i.e., AAMC) of decisions made regarding individuals seeking entrance to the School.

c. Monitor and evaluate the screening and selection process in terms of its efficiency, effectiveness and quality, and report recommendations to the Dean for changes in policies or procedures at the end of each admissions cycle or as the need arises.

2. The Dean or designee shall:

a. Have final authority for approving or disapproving the recommendations of the Committee. For those candidates who are recommended by the Committee as acceptable at the conditional or alternate level, the Dean or designee may grant final approval or disapproval of each candidate at either level.

b. Only grant acceptance, in any form, to candidates recommended by the Committee.

c. Convene the Committee to reconsider an applicant prior to matriculation.

3. The Chair of the Committee shall:

a. Serve as presiding officer of the Committee and exercise procedural authority over the membership.

b. Call meetings, establish priorities for Committee work, and assign tasks.

c. Appoint subcommittees and determine the order and scope of business addressed during meetings.

4. The Assistant Dean for Admissions shall:

a. Ensure that a quorum is present at meetings.

b. Arrange for the replacement of members on the Committee by the Dean, School of Medicine.

c. Ensure that Committee actions are completed in accordance with established deadlines.

d. Ensure that all members are familiar with the applicant screening and selection procedures, as well as with the information in this Instruction.

e. Provide administrative support to the Committee.

f. Provide information and assistance to the Committee.

g. Provide technical direction and guidance to the Committee on matters pertaining to:

(1) Legislation, governmental directives, and regulations and policies which relate to admission to the School.

(2) Characteristics of the applicant pool and quality of applicants.

(3) Admissions standards, practices, policies, trends, costs and manpower requirements at other medical schools.

h. Ensure the confidentiality of application data in accordance with existing laws and regulations.

i. Provide records and data of applicants under consideration by the Committee.

j. Coordinate and communicate with government agencies, professional institutions, and the public to carry out assigned functions and to make known approved Committee actions.

k. Receive, through the Dean, the service assignments based upon numbers established by the Assistant Secretary of Defense (Health Affairs).

l. Disseminate information on the admissions policies and procedures of the School of Medicine to potential applicants, the public, other federal agencies and University personnel.

m. Conduct studies on relevant admissions problems and report findings to the Committee for the purpose of

validating or improving the selection procedures.

n. Review applicable regulations of USUHS, which have an impact upon the admissions process and make recommendations to the Dean regarding their acceptability.

5. The Director of Admissions shall:

a. Provide technical information and assistance to the Assistant Dean for Admissions and to the Committee members.

b. Perform the above-listed duties when the Assistant Dean for Admissions is absent.

6. The Admissions Officer shall:

a. Record minutes of all proceedings of the Committee.

b. Perform the above-listed duties when the Director of Admissions is absent.

G. Membership of the Committee.

1. Composition:

a. The Chair shall be appointed by the Dean from the voting membership of the Committee. The Chair is a non-voting member except in the case of a tie.

b. The Associate Dean for Student Affairs, an ex officio member, with vote.

c. The Assistant Dean for Clinical Sciences, an ex officio member, with vote.

d. The Assistant Dean for Admissions, an ex officio member, without vote.

e. Twelve voting faculty members (at least nine of whom are physicians) appointed by the Dean.

f. Four voting senior Medical Corps officers, grade O-5 or O-6, representing the offices of The Surgeons General of the Army, Navy, Air Force

and Public Health Service, respectively. These members will be appointed by the Dean following consultation with the appropriate Surgeon General. These members need not have faculty appointments.

g. The Vice President, University Recruitment and Minority Affairs, an ex officio non-voting member.

h. The Director of Admissions, an ex officio non-voting member.

i. The Admissions Officer, an ex officio non-voting member, with the duty of Committee Recorder.

2. Terms of Office:

a. The term of office of each faculty member will be three years with the following exceptions:

(1) Any member appointed to fill a vacancy occurring before the expiration of that term will serve for the remainder of that term in addition to his own three-year appointment.

(2) A member who has served a full three-year term may be appointed and serve as Chair for an additional term at the pleasure of the Dean.

(3) Under circumstances where resignations, reassignments and other unanticipated turnovers in Committee membership would result in a serious lack of experience on the Committee, one or more members who have served a full three-year term may be re-appointed to serve an additional year.

3. Membership on Other Committees:

As a consequence of the time required in carrying out committee responsibilities, members of the Admissions Committee may be excused from appointment to other Standing Committees of the School.

H. Committee Procedures.

1. Full Committee Action. A minimum of seven voting members, exclusive of the Chairperson, must be present at meetings for the full Committee to act. Actions of the Committee will be decided by a simple majority vote of all members present and will represent the collective judgment of the membership. Voting may be conducted by open ballot. The Chair will vote when there is no simple majority.

2. Admissions Process. All applicants who have met the School of Medicine's mandatory prerequisites are eligible for consideration in the final selection and are subject to the following actions:

a. Primary Review. Each application is reviewed to determine if the applicant has met required eligibility and academic requirements. Individuals who fail to meet requirements will be rejected on the basis of not being qualified.

b. Qualified applicants will be requested to submit supplementary application materials (i.e., USUHS personal statement, letters of recommendation, and military addendum form). The Admissions Office staff will establish an order of ranking based upon cognitive materials in the initial application.

c. Secondary Review. Committee members will independently evaluate the cognitive and noncognitive credentials/documentation of applicants advanced to the level of secondary review. A Committee member will recommend either an invitation for interview or rejection; if a rejection is recommended, there must be a

concurrence by another committee member with this action.

d. Invitation to Interview. Invitation by the Committee to interview will be extended only to the most-promising applicants. Candidates for interview will be identified by outstanding academic credentials and personal attributes.

e. Tertiary Review. After personal interviews conducted by uniformed services physicians and USU fourth-year medical students, each applicant will be reviewed independently by three Committee members.

f. Full Committee Review.

(1) The applicants identified as the most-promising candidates through the tertiary review will be presented to the full Committee for action. One of the actions will be taken:

(a) Recommend applicant for conditional acceptance.

(b) Recommend applicant for nonacceptance.

(c) Recommend applicant for alternate category.

(d) Recommend applicant for hold category awaiting additional information.

(2) A Committee member may present any qualified applicant for full Committee review regardless of tertiary review assessment.

g. Conditional Acceptance. The complete application and the Committee's recommendation for conditional acceptance will be forwarded to the Dean or designee for approval, after which a conditional offer will be tendered.

h. Unconditional Acceptance. When a conditionally accepted applicant meets the physical and security requirements and is commissionable by

the appropriate service, an unconditional offer is tendered.

i. Alternate Category. The complete application and the Committee's recommendation for an alternate position will be forwarded to the Dean or designee for approval. A position may be offered after all conditional acceptances have been tendered and a vacant position exists.

3. Attendance. Any member unable to attend a scheduled meeting is requested to notify the Director of Admissions or the Admissions Officer prior to the meeting.

4. Confidentiality of Proceedings and Data.

a. Except for conditional and unconditional offers, all selections and nonselection proceedings of the Committee, recorded or otherwise, will be confidential and not disclosed unless authorized. Access to applications and supporting credentials will be limited to the staff of the Admissions Office, the Committee members, and individuals whom the Dean may specifically designate as having a need for access to a specific record.

b. The names of the members of the Admissions Committee will be disclosed for official use only. Applicants or other individuals who inquire about the composition of the Committee will be referred to the Assistant Dean for Admissions. Committee members who are contacted by, or on behalf of, applicants for any reason will refer the matter to the Assistant Dean for Admissions for the appropriate response. Committee members will not discuss an individual case, counsel anyone who is an active candidate regarding the prospects for

admission to the School of Medicine, or relate Committee decisions or proceedings to any individual outside USUHS, without specific authorization to do so from the Dean.

5. Conflict of Interest. It is imperative to avoid actual or perceived conflicts of interest. If an applicant is known personally to a Committee member, the member will abstain from the review process and voting.

I. Admission Requirements.

1. Age prerequisites: Applicants must be at least 18 years of age at the time of matriculation, but no older than 30 as of June 30th in the year of admission (civilians and enlisted personnel). The age of any student who has served on active duty as a commissioned officer in the Uniformed Services may exceed the age limit by a period equal to the time served on active duty, provided the student is no older than 35 on June 30th in the year of matriculation. (The age limits for entrance parallel those governing appointment in the Regular Medical Corps of the Armed Forces (Section 532 of 10 U.S.C. (reference (e))).) Those applicants not meeting these age requirements may request a waiver provided they have been conditionally offered an acceptance. Requests for waivers are sent to the Assistant Dean for Admissions and Academic Records to be forwarded with the conditional acceptance through the Dean, SOM to the President, USUHS to the Assistant Secretary of Defense for Health Affairs (ASD(HA)) for coordination with the respective Service for approval or non-approval of the age waiver.

2. The MCAT must be taken within three years of desired matriculation.

3. Waivers:

a. All requests for waivers of published admissions requirements must be approved by the Dean and the President.

b. The School of Medicine does not have the authority to waive the following requirements:

(1) American citizenship.

(2) Baccalaureate degree from an accredited institution in the United States, Canada or Puerto Rico.

(3) Military Approval to Apply, if active duty personnel.

(4) Age prerequisites.

(5) Physical qualifications for a Regular commission.

J. Effective Date. This Instruction is effective immediately.



Charles L. Rice, M.D.
President

Enclosures:

1. References
2. Definitions

REFERENCES

- (a) USUHS Instruction 9001,
"Committee on Admissions," dated
June 20, 1995 (hereby cancelled)
- (b) DoD Directive 6010.7, "Admission
Policies for the Uniformed Services
University of the Health Sciences
(USUHS)," dated November 12, 1997
- (c) Title 32, CFR 242, "Admission
Policies and Procedures for the School
of Medicine, Uniformed Services
University of the Health Sciences"

DEFINITIONS

1. Accredited Institution: A college, university or institution located in the United States, Canada, or Puerto Rico and accredited by an accrediting agency or association that is recognized for such purpose by the U.S. Commissioner of Education. This includes institutions seeking accreditation and those with provisional or conditional accreditation, or candidacy status for accreditation, based solely upon the newness of the institution.

2. MCAT: Medical College Admission Test (MCAT) given by the Association of American Medical Colleges.