



ADMISSIONS POLICIES AND PROCEDURES

PROCEDURE: ADMISSIONS COMMITTEE

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INTRODUCTION

VISION

The Vision of Wayne State University School of Medicine is to graduate a diverse group of physicians and biomedical scientists who will transform the promise of equal health into a reality for all.

MISSION

We will educate a diverse student body in an urban setting and within a culture of inclusion, through high quality education, clinical excellence, pioneering research, local investment in our community and innovative technology, to prepare physician and biomedical scientific leaders to achieve health and wellness for our society.

COMMITMENT

We are privileged to serve our community, state, nation, and the world as innovators in medicine, health, prevention and wellness.

SUMMARY

Wayne State University School of Medicine (WSUSOM) recognizes that, in training physicians, there are responsibilities to be met. The first is to the medical students, to provide a medical education of the highest quality so that they may become highly effective and competent physicians. Another responsibility is to the future patients of the graduates of the medical school. Graduates should be well trained in all aspects of medicine and able to make appropriate diagnostic and treatment decisions in a manner that recognizes and respects the individual patient's needs, including cultural, financial and social nuances. Each matriculating class will be selected in light of this dual responsibility. Each applicant will be evaluated not only on his or her ability to become a competent physician, but also on his or her potential to contribute to the educational experience of fellow medical students and the advancement of the profession of medicine. The admissions process will evaluate both the individual capabilities of a student, and the overall composition of the matriculating class, with the goal of providing a rich and diverse educational experience for all members of the class. WSUSOM follows the guidelines and policies regarding diversity as put forth by the University. WSUSOM complies with all applicable federal and state laws. WSUSOM defines diversity as the inclusion of individuals with varying backgrounds and perspectives so as to enhance the learning climate and promote innovation, mutual respect and connections with the communities being served. Factors taken into consideration include, but are not limited to, educational background, life experiences, cultural identity, and socioeconomic background. WSUSOM does not discriminate on the basis of race, color, creed, gender, gender identity, national origin, age, familial status, marital status, height, weight, sexual orientation or veteran status.

ASSESSMENT

PURPOSE

Our holistic review approach is an individualized process by which a balanced consideration is given to the multiple ways in which applicants prepare for and demonstrate suitability as medical students and future physicians.

Our balanced consideration includes characteristics associated with:

- Experience
 - Personal Attributes
 - Academic Metrics
- A. Each applicant will be treated with respect, and will be individually assessed for their potential as a physician. Information used to assess individual potential may include:
1. Application form
 2. Letters of recommendation
 3. Personal statement
 4. Supplemental essay and information (i.e. secondary, including course requirements)
 5. Interview with WSUSOM Interviewers
 6. MMI Interview Evaluation
 7. Medical Student Evaluation (beginning August 2017)
- B. Each applicant will be individually assessed for his/her attributes and potential to contribute to the medical school class.
1. Attributes
 - a. *Academic Excellence:* The curriculum at Wayne State University School of Medicine (WSUSOM) is academically rigorous and requires that the applicants demonstrate prior ability to perform well in a challenging academic setting. The undergraduate grade point average and the Medical College Admissions Test scores are two measures that are used to assess the applicant's ability. Other factors which are used in the evaluation may include the rigor of the course load and increasing/decreasing trends in graded coursework.
 - b. *Competency:* We strive to enroll students capable of accumulating the scientific knowledge, the diagnostic acumen, the technical skills, and the interpersonal skills required for the competent care of patients. Assessment of competency will include intellectual competency, technical competency, and communication competency. All applicants must sign the medical school technical standards form (attached).
 - c. *Motivation for Medicine:* Every effort will be made during the admissions process to assess the applicant's motivation to the practice of medicine. Assessment of motivation for medicine will include, but is not limited to, assessment of the application materials for documented interest in medicine, focused questioning in the interview, and evaluation of MMI responses.
 - d. *Altruism:* Altruism, or the devotion to the needs of others, can be assessed through review of the applicant's activities such as participation in community service, or volunteer activities as well as responses to interview questions about the applicant's goals and desires for a life of providing patient care.

- e. *Integrity*: Honesty and integrity are essential in both the medical education process and eventual practice of medicine. Applicants should be able to articulate an understanding of the importance of ethical behavior, of honesty, of professionalism in medicine. Dishonesty on the application form or in the interview as well as information provided in the letters of evaluation will be considered in assessing integrity as well as responses to MMI scenarios and in interviews.
 - f. *Communication skills*: Potential physicians should demonstrate to the admissions committee an ability to communicate effectively. The personal statement, letters of recommendation, and the interview provide opportunities to assess effective communication skills.
2. Potential to Contribute to the Medical School Educational Experience and to the Profession of Medicine

Each year, there will be many more applicants who possess all of the essential attributes to become a competent and effective physician than there are positions available. Many of the applicants will also possess unique attributes that can contribute both to the educational experience of their fellow classmates and eventually to the field of medicine. Although each applicant will present a unique set of academic and other attributes, many will have an approximately equivalent potential to contribute to medicine, albeit in a wide variety of ways. The selection process cannot therefore focus solely on the individual, as many applicants will be equally, if differently, suited to the practice of medicine. The admission process, following evaluation and rating of the individual applicant, will seek to build a richly diverse class both to enhance the educational experience of the class itself, and to provide for future patient care of the highest quality.

- a. *Future Potential re Underserved Populations of Patients*: “Chronically underserved” may be either geographic (rural, inner city), or involve specific populations of patients (e.g. financially disadvantaged, minority populations, or uninsured). Applicants who provide evidence, stated or otherwise, that they are inclined to serve in one of these areas may be ranked as highly desirable for admissions to the medical school. Assessment would include, but is not limited to, demographic factors, past experiences, and demonstrated interest in practicing in an underserved area or with underserved populations.
- b. *Leadership*: The physician is the leader of the health care team and must be able to effectively direct the diagnosis and treatment course of patients. Previous team leadership experience (for example, advancement in the military, captain of an athletic team, selection for a leadership position in an organized environment), or leadership training experiences will be considered in assessing leadership.
- c. *Life Experiences*: Each physician must care for patients with a wide variety of racial, ethnic and cultural backgrounds. Experiences with other ethnicities and cultures are deemed valuable, such as involvement with multicultural organizations, community service in multicultural areas or other unique life experiences.
- d. *Scientific or social research experience*: Advancement of medical knowledge benefits large populations of patients, and applicants with skills in research have the potential to provide such benefits. While involvement in research is not an absolute requirement, it is

considered a desirable experience for the admission evaluation.

- e. *Educational background*: Although the practice of medicine is heavily grounded in the sciences, the art of medicine requires an understanding of and appreciation for psychosocial issues such as economics, history and philosophy among others. Students who have undertaken studies in these areas will be assessed for their potential to contribute to the educational experience of the class.
- f. *Socioeconomic Status (SES)*: In order to train future physicians who have the potential to serve our communities in need, it is important to seek students from a variety of socioeconomic backgrounds.

ADMISSIONS PROCEDURES

A. Processing of applications

- 1. Applicants to WSUSOM are required to have completed a bachelor's degree in an undergraduate institution in the United States or Canada, take the Medical College Admissions Test (MCAT), and submit an application through the American Medical College Application Service (AMCAS).

B. Screening of application

- 1. Each applicant's file will be reviewed individually and holistically to assess his or her suitability for a career in medicine. Materials reviewed will include the application, all secondary materials and any additional information requested by the Admissions Office.
- 2. As applicants complete their secondary application on a weekly basis, they will be sent to the Associate Dean for Admissions and Enrollment Management Services who will determine who will be forwarded to the Pilot Screening Group.
- 3. The Pilot Interview Screening Group will consist of Alumnus who have agreed to review applications and complete a rubric for each application indicating areas of strengths and weaknesses.
- 4. Upon completion of the rubric, applications will be sent to the Associate Dean for Admissions who will approve moving forward to interview.
- 5. A select group of applicants will be invited for an interview. Attributes and Potential to Contribute to our mission (listed prior) along with Total of Pilot Screening Rubric will be used to determine who will be invited for interview. Assessment will be based on primary application, secondary application, and letters of recommendation.
- 6. As a courtesy, interviews may be offered to applicants with specific or significant ties to WSUSOM. Other than the opportunity for interview, no special considerations will be offered to these applicants.

C. Interview process

1. Invited applicants will interview with admissions committee interviewers, complete 5 MMI stations to identify and rate attributes, and complete an interview with a current medical student.
2. Interviewers will be provided with guidelines and an orientation to the basics of the interview process, including concepts such as treating the applicant with respect, which qualities are to be evaluated, and which questions or topics are inappropriate for the interview.
3. Interviewers will complete a standardized evaluation form for each interviewee that provides a clear definition of qualities to be evaluated.
4. Interviewees will be provided an opportunity to anonymously evaluate the interview process and provide feedback to the Admissions Committee about the quality of the interview experience.

D. Ranking process

1. The Admissions Committee (AC) will review the complete files of each of the interviewed applicants, including the assessment by the interviewers, MMI scores, and medical student evaluation and provide a rating of the future potential of the interviewee as a physician.
2. No quotas will be set up for any particular quality sought in future physicians.
3. Certain Medical School programs, such as the MD/PhD or the Oral Maxillofacial Surgery Program, have variable numbers of positions available in any given year, depending on funding or numbers of qualified applicants. If fewer than the desired number of individuals is found in any year for these special programs, the remaining spots in the entering class will be filled with standard applicants. All applicants including MD/PhD, Oral Maxillofacial, BS/MD student will be assessed with the same processes on Interview Days. The AC reviews and renders an admissions decision on all candidates entering the MD program at Wayne State University School of Medicine.
4. The final decision regarding which applicants will be offered admission resides with the faculty of WSUSOM and its appointed Admissions Committee. Every effort will be made to select a class of individuals who, in the aggregate, are capable of addressing the specific different needs of future patients, and the educational environment for their classmates.

E. Re-Interview Policy

It is the policy of the Admissions Committee that all re-interviews will be completed at the request of the applicant. The applicant must request the re-interview within 7 days of the completion of the initial interview. The re-interview will consist of all interview types (long-form interview, multiple mini interviews, student interview, etc.).

All prior interview scores will be replaced with the subsequent re-interview scores. Interview scores are confidential and never released to non-members of the Admissions Committee.

To request the re-interview the applicant should email MDAdmissions@wayne.edu. All requests must be in writing.

F. Evaluation of Admissions Policies, Procedures and Activities

1. Annually the Admissions Committee will review and update the policies and procedures. The Associate Dean for Admissions will report the outcome of this review to the Executive Committee Faculty Senate for ratification.
2. These Admission Policies shall be reviewed and approved by the Faculty Senate of the Medical School.

ADMISSIONS COMMITTEE AND ADMISSIONS INTERVIEWERS

A. Purpose

1. Admissions Committee (AC): The Admissions Committee is the body that is responsible for assessment of the individual applicant in the pool of all of the applicants. In addition to a review of the files and interview comments of each of the interviewed applicants The AC has the final decision making authority and takes one of the following actions on each interviewed applicant. 1) Approved to Offer Admission 2) Reject Applicant 3) Move Applicant to Alternate List 4) Rescind Admission Offer.
2. Admissions Interviewers: The Admissions Interviewers are the body of the medical school that is responsible for the assessment of an individual applicant, both via review of the applicant's file and the face to face long-form interview. Admissions Interviewers is a sub-committee of the AC.

B. Responsibilities

1. Admissions Committee

- The AC will admit suitable candidates, and reject unsuitable candidates. The AC will provide an approximate rating of the desirability of each applicant among the pool of all applicants.
- The AC will advise the Associate Dean for Admissions on appropriate policies and procedures for the evaluation and admissions of applicants to the Medical School.
- On occasion, the AC will review requests for waivers of existing requirements and make recommendations regarding the action on such requests to the Associate Dean for Admissions.

2. Admissions Interviewer

- Admissions Committee Interviewer will conduct the long-form interview and provide an assessment of the attributes of each interviewed applicant to the Admissions Committee using the standard interview rating form.

3. Medical Student Interviewer

- Each respective year in program (M1, M2, M3, M4) solicits applications from the student body at large and votes medical student interviewers through Student Senate by-laws. Each class votes 5-10 individuals who serve a term for up to 4 years. Each medical student interview is a 30 minute session using a standard interview rating form. Medical students only have access to the following portions of the AMCAS application: Student Personal Statement and Experiences.

4. Interview Screening Group

- Alumni and hired seasonal staff who review applications selected by Associate Dean for Admissions and submit a assessment of their review using a standard rating form.

C. Structure and Membership

1. Admissions Committee

- The AC shall consist of the Associate Dean for Admissions, the Vice Dean for Medical Education, the Vice Dean for Diversity and Inclusion, Director of Enrollment Management, Director of Diversity and Inclusion and 10 faculty members.
- Recommendations for the Admissions Committee will come from the leadership of the Medical School and forwarded to the Associate Dean for Admissions. Nominees should be current or former admissions interviewers and be well versed in the policies and procedures of the Admissions Committee.
- A slate of nominees from the recommended names will be reviewed and selected by the Vice Dean for Medical Education, Vice Dean for Diversity and Inclusion, and the Associate Dean for Admissions and submitted by the Associate Dean of Admissions to the Executive Committee of the WSUSOM Faculty Senate for a vote and approval.
- If a vacancy on the Admissions Committee occurs, the same process will be followed.
- Each member shall serve three-year, renewable terms of service requiring re-nomination subject to annual review by the Associate Dean for Admissions.
- A diverse faculty representation of the constituents of the Medical School will be included. A quorum shall be constituted when a minimum of 50 % plus one voting faculty members are present for AC business.
- Deans, Director of Diversity and Inclusion and the Director of Enrollment Management shall serve as *ex officio*, non-voting, members of the Admissions Committee.

D. Admissions Committee Voting Rules

The Admissions Committee uses a two-thirds vote. The method of vote is a rising vote using a show of hands or voice vote on the phone.

A motion passes based upon a two-thirds majority of all voting members present who are eligible to vote on that motion. When a voting member present recuses themselves, the voting member does not count as a participant in the current motion being voted on. A recusal counts as a non-vote for the motion up for vote.

Abstentions count as a vote to abstain. Thus the determination of eligible voting members includes ayes, nays, and abstentions from all voting members present and participating in the vote.

In the case where the number of votes required for a motion to pass when calculating the two-thirds is a decimal, the standard rounding rules are used.

Voting by email

1. Action without a meeting of the Admissions Committee (AC) can include an offer of admission to the school, alternate list or other committee business.
 - a. All communications will be sent from the Chair of the Admissions Committee or his/her designee.
 - b. The sender of the email messages will include his/her name at the end of the message.
 - c. Any member who has voting rights can make a motion, the second should be made within 72 hours. The motion should be approved by a 2/3 vote within the timeline designated by the committee chair.
 - d. Only one motion can be debated during the timeline.
 - e. Amendments to the motion being debated can be made at any time during the designated debate period set forth by the committee chair.
 - f. A second to the amendment should be made within 72 hours.
 - g. The committee chair opens the seconded amendment for debate and reissues a new timeline for the 2/3 vote if necessary.

2. Admissions Interviewers

- Membership will be sufficient to interview the 700 - 1000 applicants interviewed each year. Members may be current or retired faculty members, attending physicians, residents, officers, medical students, physicians from affiliated institutions, or alumni of the WSUSOM.
- Membership is for four years, renewable terms. Each interviewer is expected to participate in a minimum of five interview days during each year. This is subject to change based on number of participants and number of interviews expected.
- Nominations for the Admissions Interviewers will be solicited from Departmental Chairs, current members of the Admissions Committee, from the leadership of the medical school, from the leadership of affiliated health systems, and from the faculty at large.
- Individuals selected to join the Admissions Interviewers will be provided with specific instruction and guidelines regarding the policies and procedures of the admissions committees and the interview process. In addition, each new member of the Admissions Interviewers will observe a limited number of interviews with an experienced faculty committee member.
- Admissions Interviewers whose actions are not in accordance with the Admissions Policies and Procedures will be counseled by the Associate Dean for Admissions or the Director of Enrollment Management, and may be removed from the roster by the Associate Dean for Admissions if necessary.

ADMISSIONS MEMBERSHIP AND SCHEDULE

- A. The schedule of interview days will be made available to the Admissions Interviewers members in early summer and members will be asked to pick a minimum of days for participation as determined by the number of admissions interviewers.

- B. Each invited applicant will typically have one 45-60 minute one on one interview with an admissions committee member, Five MMI stations, a 20 – 30 minute medical student interview, lunch and a tour with current medical students.
- C. Interviewers are encouraged to meet with other Admissions Interviewers for lunch following the final interview. This provides an opportunity to discuss common experiences with interviewees.
- D. The Admissions Committee will meet as necessary to review each interviewed applicant and to assign a rating score. The rating score represents a comparative assessment of the entire application and not just the interview evaluation. The admissions committee will engage in an open discussion of the applicant's merits and deficiencies, and essential and unique attributes.
- E. The Supervisor of Admissions, based on the decisions of the AC, will make sufficient admission offers by March 15 of each year to fill the entering class.