



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/Approval:** Admissions Policy and Review Subcommittee; Admissions 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 charge to the Admissions Committee is to recruit and admit applicants from every geographic, economic, social, and cultural dimension of Louisiana or other states within the country to be trained to provide medical care for the residents of our state and regional communities. The Admissions Committee has the final authority to approve admissions policies and make decisions on admission to the school.

**Policy Directives:**

Admissions Committee Membership:

All faculty and students are contacted annually regarding interest in participating in the admissions 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 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 Community Engagement and Health Programs. Alumni (including house officers) and retired faculty members also serve on the committee. Student members are appointed annually while members

of the committee can be reappointed. While the exact number of members may change from year to year, the committee strives for the following composition of members:

- Faculty (including emeritus): 25-35, from clinical and basic science departments
- Alumni: 5-10
- Students: 12-20, from the senior class
- Community Members: Up to 2

Dean's Office representatives also serve on the committee: Assistant Deans in a voting capacity and Associate Deans in an ex-officio, non-voting capacity.

Three subcommittees perform specific functions related to the processes of the Admissions Committee:

- The Admissions Policy Review Subcommittee conducts an annual review of prerequisites for acceptance and admissions policies and procedures, making recommendations to the Admissions Committee for final approval. This subcommittee has broad representation from the Offices of Student Affairs and Records, Undergraduate Medical Education, Admissions, and Community Engagement and Health Programs, as well as members from the Schools of Graduate Studies and Public Health and a representative from the Rural Scholars Track.
- The Admissions Screening Subcommittee reviews applications utilizing a standardized rubric and makes recommendations for interviews. This subcommittee consists of faculty members on the Admissions Committee.
- The Advanced Standing Subcommittee is an ad hoc subcommittee that convenes when there is an applicant requesting transfer to the medical school. This subcommittee consists of three Admissions Committee faculty members chosen by the associate dean for admissions. It reviews applications for transfer with advanced standing into the school after eligibility has been determined and all application requirements have been met. The subcommittee makes recommendations to the Admissions Committee, which has the final authority on whether or not to accept the student.

#### Admissions Committee Meetings and Voting Procedures:

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. A quorum is met when 18 voting non-student members of the committee are present at the meeting.

Members of the committee who have completed training and signed conflict of interest and confidentiality attestations 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.

### Conflicts of Interest (COI) and Confidentiality:

The Admissions Committee conducts holistic application reviews. As such, the committee must be free of bias and conflicting relationships with applicants. Admissions decisions are to be free of influences by political or financial factors. The Confidentiality, Privacy, and Acknowledgement of Conflicts of Interest Statement, found as an appendix to this policy, is provided to all Admissions Committee members annually for review and signature before any application access, review, or assessment takes place.

Appendix to the Policy on the Admissions Committee: Confidentiality, Privacy, and Acknowledgement  
of Conflicts of Interest Statement

As a member of the LSUHSC School of Medicine Admissions Committee, I attest that:

At all times, I will respect the privacy and dignity of all LSUHSC School of Medicine faculty, staff, students, and all applicants to the LSUHSC SOM.

I will treat all LSUHSC records, including administrative, financial, employee, applicant, and other records, as confidential material. I will not read, record, discuss, or disclose this information to anyone other than to strictly perform my University duties.

I shall not disclose any information about an applicant or any information I obtain during an interview, observation, or rating session to anyone other than appropriate personnel in the School's Office of Admissions.

I understand and agree that no admission decisions should be influenced by political or financial factors.

I will immediately disclose to the Admissions Committee Chair if I know personally or professionally, or have independent knowledge of, any medical school applicant. I have reviewed and understand the definitions of conflicting relationships in the following list of conflicts of interest (COI):

- Applicant is an immediate family member of, has a personal financial relationship with, or has received medical or mental healthcare from the committee member who is assessing the applicant.
- Applicant has an immediate family member who has received medical or mental healthcare from the faculty, resident, or staff member. Immediate family members include:
  1. Spouse
  2. Child or stepchild
  3. Parent
  4. Sibling
  5. Mother/Father-in-law
  6. Sister/Brother-in-law
  7. Grandparent
  8. Stepparent or stepsibling
  9. Member of the immediate household
- Committee members perceive a COI to exist that is not specified in these definitions for which additional information may be requested.

If such a COI exists, I shall recuse myself from voting on or participating in assessment of those candidates.

If I know a medical school applicant and the relationship does not violate COI, I shall disclose the nature of the relationship before providing any written or verbal comments to be used in the selection process, by writing or stating prior "I know this applicant" and briefly summarizing the nature of the relationship.

I shall recuse myself from any discussion, deliberation, review of an applicant in the current admissions cycle if I have any immediate family members applying to LSUHSC School of Medicine, pursuant to the definitions of conflicting relationships.