University of Pittsburgh School of Medicine

Admissions Committee Policy

I. PURPOSE

To outline the policy of the admissions committee to select candidates for the Doctor of Medicine (MD) degree consistent with the mission and vision of the University of Pittsburgh School of Medicine (UPSOM).

II. SCOPE

This policy applies to:

- UPSOM Admissions Committee members
- Applicants to the UPSOM MD program
- UPSOM faculty
- UPSOM staff
- UPSOM students
- UPSOM Medical Scientist Training Program (MSTP)
- UPSOM Physician Scientist Training Program (PSTP)
- UPSOM Primary Care Accelerated Track (PCAT) Program
- UPSOM Oral and Maxillofacial Surgery (OMFS) Program
- UPSOM dual degree programs
- UPSOM Medical Alumni office

III. POLICY

Mission: The UPSOM Admissions Committee is responsible for making admissions decisions for those applying to the Doctor of Medicine (MD) degree at UPSOM. The Admissions Committee collaborates with special programs and affiliated schools and departments in the assessment and selection, of candidates for those programs, as described above. The actions of the committee shall be guided by instructions provided by the UPSOM Senior Vice Chancellor for the Health Sciences and Dean, School of Medicine, or designee, and given at the beginning of each admissions cycle. The admissions committee has authority over the selection of all individuals entering the MD program, including those entering through any special programs such as the MSTP. Admissions decisions shall be made independently and free from political, financial, or other undue influence by the dean, administrative officers, faculty, or any external individuals or organizations.

Composition: The admissions committee consists of at least 25 UPSOM faculty members, a maximum of eight medical students, and a maximum of three community members. Six faculty members are elected by the medical school faculty (two each year for three-year terms). The balance of the faculty membership is selected by the admissions committee from the pool of faculty who interview candidates for admission to the MD program and those already on the

committee. These individuals are appointed for three-year terms and may serve no more than six consecutive years. Student and community members serve one-year terms, for a maximum of three terms. After a one-year hiatus, the individuals may be re-appointed through the process above. The UPSOM Senior Vice Chancellor for the Health Sciences and Dean, School of Medicine, or designee, must approve the individual faculty members selected by the committee.

The associate dean for admissions and financial aid chairs the committee. In the absence of the associate dean for admissions and financial aid, the faculty director for admissions functions as the chair. The chair votes only in the event of a tie.

Eight positions are held by actively enrolled medical students in good academic standing who have successfully completed the first-year curriculum (second year, third year, fourth year, and MSTP/PSTP/CSTP). All students self-nominate and are selected by the vice dean for education, with input from the assistant/associate deans from the offices of medical education, student affairs, and admissions and financial aid.

Subcommittees: The executive subcommittee shall include seven individuals: the associate and assistant deans for admissions and financial aid, the faculty director of admissions, and four other faculty members on the admissions committee. The four faculty members are nominated by the associate dean for admissions and financial aid, endorsed by the admissions committee, and approved by the vice dean for education. The executive subcommittee selects candidates from the waitlist for admission based on criteria established by the full committee. Decisions made by the subcommittee are reported to the full committee.

Preparation and training: All committee members receive annual training. The admissions cycle begins with the annual charge to the committee (typically in June) and ends with matriculation of the class the following year. All admissions committee members are required to complete annual training in best practices including bias training, confidentiality and conflict of interest prior to participating in any admissions activities and annually sign a confidentiality and conflict of interest statement.

Meetings and Voting: Regular meetings will be scheduled throughout the admissions cycle to assess candidates, share important admissions information, and to make key decisions in the admissions process. For all decisions, a quorum of committee members is required. Quorum is defined as a minimum of 51% of voting faculty members. A maximum of two student members may vote at each meeting. A maximum of one community member may vote at each meeting. These requirements ensure that the majority of members at every meeting are faculty.

Special Programs: UPSOM offers a portfolio of special programs operating within or alongside the MD curriculum, including OMFS, PCAT, PSTP, and dual degree programs such as the MSTP. Each program has an optimal enrollment size that informs, but does not determine, admissions decisions. Candidates for special programs must meet the admissions criteria for the MD program; admissions decisions for all special program candidates remain under the authority of the admissions committee. The PCAT program, while following the same admissions process as other special programs, also functions as a parallel curriculum within the MD program.

Applicants may express interest in one or more special programs as part of their MD application. The admissions office confirms that interested candidates meet MD admissions criteria before referring them to the relevant program for assessment. Each special program assesses referred candidates according to its own criteria and provides the admissions committee with a list of preferred candidates. These lists are advisory; the admissions committee is not bound to admit any candidate on them.

The admissions committee has final authority over all admissions decisions, including those involving special program candidates, and selects candidates based on established admissions criteria and procedures in alignment with the school's strategic goals. Candidates who apply to a special program and are not admitted to that program will receive full consideration in the general applicant pool. Admission to a special program does not guarantee admission to the general MD program alone, and admission to the MD program does not guarantee admission to a special program.

Admissions pathway programs: Admissions pathway programs at UPSOM include Linkage Program candidates (students completing post-baccalaureate programs with which the medical school has a special agreement) and the Guaranteed Admit Program (a program for students who matriculate to the baccalaureate program at the University of Pittsburgh as undergraduates). All of these candidates are screened for interview, are interviewed, and are reviewed by the full committee, which makes the final decision on admission to the MD program. Admissions pathway programs must be approved by the UPSOM Senior Vice Chancellor for the Health Sciences and Dean, School of Medicine, or designee.

IV. POLICY AUTHOR(S)

- Office of Admissions & Financial Aid and the Executive Committee of the Admissions Committee

V. RELATED POLICIES AND PROCEDURES

- Policy on Technical Standards for the Admission, Retention, and Graduation of Applicants and Medical Students
- Admissions Committee Procedures

VI. REFERENCES

- Liaison Committee on Medical Education (LCME) Standards/Rules of Procedure

VII. APPROVALS

Dean approved on November 16, 2026.
Executive Committee approved on November 6, 2026.
Educational Policy Council approved on June 17, 2026.

The University of Pittsburgh School of Medicine reserves the right to change these policies and procedures as needed.