

Admissions Committee Policy

I. PURPOSE

To outline the policy of the admissions committee to select candidates for the Doctor of Medicine (M.D.) 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
- UPSOM Physician Scientist Training Program
- UPSOM Medical Alumni office
- Department of Oral and Maxillofacial Surgery (OMFS) at the University of Pittsburgh School of Dental Medicine
- UPSOM Primary Care Accelerated Track (PCAT) Program

III. POLICY

Mission: UPSOM admissions committee is responsible for making admissions decisions for those applying to the Doctor of Medicine (MD) degree at UPSOM. The admissions committee may consult with other UPSOM offices concerning the selection, enrollment, and assignment of potential candidates for specific special programs within the medical school. 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 final 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. Four faculty members are elected by the medical school faculty (two each year for initial terms of two years). 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 assistant dean for admissions and financial aid 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 of medical education and student affairs, and the presidents of the medical school classes.

Subcommittees: The executive subcommittee shall include five individuals: the associate and assistant deans for admissions and financial aid, and three other faculty members on the admissions committee. The three 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.

Meetings and Voting: Regular meetings will be scheduled throughout the admissions cycle to evaluate 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: Candidates for all special programs (for example, MSTP, PSTP, OMFS) must be admitted to the MD program by the admissions committee. 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). MCAT scores may not be required for applicants in these categories. 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.

Parallel curriculum: Candidates for the PCAT program must first be admitted to the MD program. Their applications for this program are then considered by the PCAT program.

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
- Medical Student Transfer Policy
- Admissions committee Procedures

VI. REFERENCES

Liaison Committee on Medical Education (LCME) Standards & Publications
(<https://lcme.org/publications/>)

VII. APPROVALS

Educational Policy Council approved on October 22, 2025

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