

Admissions Committee Policy

I. PURPOSE

To create and guide the actions and equitable procedures of the Admissions Committee, by which candidates, applying for admission to the first professional Doctor of Medicine (M.D.) degree, are selected in order to carry out the mission and vision of the University of Pittsburgh School of Medicine (UPSOM).

Mission Statement: to improve the health and well-being of individuals and populations through cutting-edge biomedical research, innovative educational programs in medicine and biomedical science, and leadership in academic medicine. We strive to implement this mission with the highest professional and ethical standards, in a culture of diversity and inclusiveness, and in an environment that enables all students, faculty and staff to develop to their fullest potential.

Vision Statement: the University of Pittsburgh School of Medicine (UPSOM) will develop physician leaders and agents of change. Recognizing that our students are a diverse group with multiple talents and backgrounds, we commit to helping them flourish in varied careers in interprofessional teams. We foresee leaders in science, education, clinical care and administration. We expect to see our students improve patients' health and quality of life and promote the health of communities. They will develop scientific breakthroughs, teach future physicians, make health care more equitable and accessible for patients, and eliminate health disparities. To that end, we will create active, self-directed and lifelong learners with excellent foundations in health sciences and clinical medicine.

II. SCOPE

This policy applies to:

- UPSOM Admissions Committee members (Faculty & Students)
- Applicants to the UPSOM for the M.D. degree
- UPSOM Faculty
- UPSOM Medical Students
- UPSOM Office of Admissions & Financial Aid Staff
- UPSOM Interviewers

III. POLICY

Mission: The Admissions Committee of UPSOM is responsible for rendering admissions decisions on students applying for the Doctor of Medicine (M.D.) degree. The actions of the Committee shall be guided by instructions provided by the UPSOM Dean and given at the beginning of each admissions cycle.

Composition: The Admissions Committee shall consist of faculty members and medical school student members. The Associate Dean of Admissions shall function as Chair of the Committee and in the absence of the Associate Dean, the Assistant Dean of Admissions will function as the Chair. The Chair is always a non-voting member. The Associate Dean of Admissions shall nominate members for the committee from the Interviewing Committee, chosen to assure a broad representation of the various departments and divisions. The Committee will then vote on new members from this pool. Final approval will be provided by the Dean of the medical school. Medical student members, without professionalism issues or at academic risk, are eligible to apply for the representative positions and will be chosen by an election with senior members of the Office of Admissions and the Office of Student Affairs along with class presidents and the president of the student body. All Committee members undergo unconscious bias training.

Membership Term: Faculty members serve a term of three years. Faculty terms may be renewed as necessary to ensure appropriate faculty representation and distribution of Committee workload as determined by the Associate Dean of Admissions. Student representatives serve a term of one year and are eligible to apply each admissions cycle while enrolled in the UPSOM.

Meetings and Voting: Regular meetings will be scheduled to rank candidates, provide important admissions information and to make key decisions in the admissions process. For decisions, a quorum of faculty and student members is required. Approximately, one third of the faculty members and one third of the student members will be present to vote at decision meetings. Majority of those voting are always faculty. A sub-committee of experienced Admissions Committee members will be appointed and approved by the full committee to advise the Associate Dean with key Committee decisions. A Waitlist Sub-Committee will meet in the spring of the admissions cycle as needed to consider the waitlist offers. Special meetings will be scheduled to consider Linkage Program candidates, Summer Premedical Academic Enrichment Program (SPAEP) Early Assurance candidates and those entering under the Guaranteed Admit Program (GAP) throughout the admissions cycle. Decisions of the committee are final and never influenced by political or financial factors.

Holistic Review: The Admissions Committee strives to implement the UPSOM mission with the highest professional and ethical standards, in a culture of diversity and inclusiveness, and in an environment that enables each individual to develop their fullest potential. Acceptable applicants come from widely diversified backgrounds; small colleges and large universities, large cities and rural areas; those who have purely scientific emphasis and those who have majored in the arts, history or literature; those who have pursued any of a wide range of extracurricular activities or work experience (e.g. human service organizations, sports, arts, politics or other activities). Inevitably, the importance of several criteria used in evaluation will vary with each individual applicant. Broadly educated students with intelligence, integrity, energy, creativity and motivation are sought. A holistic review process is used to assess candidates and could include the personal & academic journey, Medical School Admissions Tests, academic Quality Point Average, extracurricular activities, letters of recommendation, written essays, and the performance on their interview day. The Committee complies with applicable federal, state, and local laws related to admissions, including, but not limited to Title VI of the Civil Rights Act of 1964, Title IX, the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. More specifically,

UPSOM shall not deny any otherwise qualified application admission based on their race, color, religion, ethnicity, national origin, age, gender, sexual orientation, marital status, participation in the armed services, or disability. Please refer to the Policy on Technical Standards for the Admission, Retention, and Graduation of Applicants and Medical Students found at the Office of Medical Education (<https://www.omed.pitt.edu/policies-and-procedures>).

Restricted Matriculation Deferral (Deferred Admissions): Students seeking to delay or defer matriculation must do so in writing specifying the reasons for the deferral. The Associate Dean of Admissions may grant such deferral to a limited number of accepted candidates. Accepted candidates who are granted the delayed matriculation must resubmit an AMCAS application to the UPSOM in the year they wish to enter following the deferral. Those approved for deferral must sign and adhere to a Restricted Deferral Agreement given by the Associate Dean of Admissions.

Publication of all medical school policies and procedures can be found at the Office of Medical Education website (<https://www.omed.pitt.edu/policies-and-procedures>). For details on the procedures for reviewing and selecting medical students for UPSOM, please see the Admissions Committee Bylaws.

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 Bylaws

VI. REFERENCES

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

VII. APPROVALS

Admissions Committee, approved 8/19/2022.

Educational Policy Council, approved 8/26/2022.

Executive Committee, approved 5/15/2023.

Dean, School of Medicine, approved 5/15/2023.

Revision approved by Admissions Committee and Dean, School of Medicine, on 7/12/2023.