



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Policy Title: Medical Student Selection Policy

Policy Number: AD.10.05.170425

Applies to: This policy applies to WSU Elson S. Floyd College of Medicine Admissions Committee members for the MD program

Date: 4/10/2020

1.0 Policy Statement

It is the Elson S. Floyd College of Medicine policy that the Admissions Committee for the MD program develops the medical student admissions criteria and procedures in alignment with the College of Medicine mission, vision, and accreditation standards.

2.0 Definitions

AMCAS: American Medical College Application Service is the Association of American Medical Colleges (AAMC) centralized medical school application processing service.

MCAT: Medical College Admission Test; standardized examination administered through AAMC which measures critical thinking, science, social science foundational knowledge necessary for medical school.

MMI: The Multiple Mini Interview is an multiple assessment interview modality that includes short, highly structured scenario-style interviews. The WSU College of Medicine has a hybrid model which includes scenario interviews and a structured traditional interview.

UGPA: undergraduate grade point average. The UGPA is calculated by AMCAS using all college course credit earned, even when taken at multiple institutions. Graduate GPA is calculated separately.

3.0 Responsibility

Senior Associate Dean for Admissions and Student Affairs

4.1 Procedures

The admissions process is driven by and aligns with the Elson S. Floyd College of Medicine mission and vision. Applicants are reviewed through a holistic review framework which ensures admissions practices, processes, and policies support the Elson S. Floyd College of Medicine's mission and strategic priorities. Holistic review supports all the ways an applicant contributes to the learning environment and healthcare. It also aids in selecting a broadly diverse student body enriching the learning environment. The following components of holistic review are incorporated into the admissions process:

- **Experiences:** Experiences are considered at all phases of the admissions process. Those experiences that meet the College of Medicine mission are regarded strongly.

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- Attributes: Attributes are considered at all phases of the admissions process. The rubrics for screening, MMI, and review for the admissions committee all include attributes.
- Metrics: Threshold metrics (undergraduate grade point average and highest composite percentile rank on the MCAT combinations) are considered at the initial phase, which partially determines if an applicant receives a secondary application. After that point, MCAT and GPA are no longer considered in the admissions process and are blinded by the application management system.

In line with the mission, strategic pathway programs (e.g., early decision), which are not part of the typical admission cycle, can be developed and approved by the Admissions Committee.

These strategic programs must:

- Uphold and align with the College of Medicine standards;
- Facilitate the admittance of students aligned with our mission;
- Develop innovative models to reduce the financial indebtedness for medical students

The details of the admissions cycle is outlined below:

1. Submission of AMCAS application
2. Preliminary screening for applicants to receive the secondary application includes the following requirements:
 - a. Has met one of the metric combination thresholds including MCAT and UGPA.
 - i. If an applicant has completed coursework toward a master's or doctoral-level program in a science area, the graduate GPA may be taken into consideration if the original thresholds with UGPA were not met.
 - b. Connections to Washington through ties to the state or residency in the state.
 - i. Applicants can meet this requirement through having three of the following four ties to Washington (verified in AMCAS):
 1. Born in Washington
 2. Childhood address in Washington
 3. Graduated from a Washington high school
 4. Parent/guardian currently lives in Washington
 - ii. If an applicant does not meet the required ties to the state, this requirement can be fulfilled by meeting a definition of "resident student" as outlined in RCW 28B.15.012(2). Common examples of a resident student in Washington include:
 1. Applicants who are financially independent and have maintained a bona fide domicile in the state of Washington primarily for purposes other than educational for at least one year immediately prior to December 31 of the application year/January 1 of the enrollment year.
 2. Applicants who are financially dependent with at least one parent or legal guardian who has maintained a bona fide domicile in the state of Washington for at least one year immediately prior to

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3. December 31 of the application year/January 1 of the enrollment year.
 4. Applicants who are on active military duty stationed in the state of Washington or are members of the Washington national guard.
 5. Applicants who (i) are members of a federally recognized tribe who traditional and customary tribal boundaries include portions of the state of Washington, or who tribe was granted reserved lands within the state of Washington, and (ii) have maintained a bona fide domicile in Idaho, Montana, Oregon, or Washington or a combination of these states, for one year immediately prior to December 31 of the application year/January 1 of the enrollment year. This includes the tribes WSU has a Memorandum of Understanding (MOU) with.
 - iii. If an applicant's residency changes through AMCAS during the admission cycle, these requirements must still be met.
 - iv. If an applicant does not have the required ties to the state or meet a definition of Washington resident student, they are not eligible for admission.
 - c. Must be a US Citizen or US Permanent Resident
 - d. Must reach the age of 21 years within the four years required to earn the MD degree as outlined in the WSU Catalog.
 - e. All required letters of recommendation must have been received from AMCAS.
 - f. Applicants who meet the above requirements (a – e) will receive a secondary application to be considered further.
3. Interview Selection
- a. Approved mission-driven, holistic review rubrics are used to screen for interviews when reviewing the AMCAS application, secondary application, and letters of recommendation.
 - b. Each application is independently reviewed by two trained screeners who are members of the Admissions Committee or Directors.
 - c. When there are discrepant screen decisions (complete opposite decisions), a third screen will be completed.
 - d. These recommendations are utilized by the Senior Associate Dean for Admissions and Student Affairs to determine interview invitations.
 - e. Each screener completes holistic review training prior to reviewing applications.
 - f. Outside influence on interview decisions is prohibited; all decisions are made following the Admissions Committee approved process.
4. Multiple Mini Interview (MMI)
- a. Each cycle, the Admission Committee identifies MMI scenarios that assess attributes that align with the Elson S. Floyd College of Medicine mission; final approval of MMI scenarios is provided by a subcommittee of the Admissions Committee.
 - b. Each new interviewer will complete initial training and complete a refresher training the day of the interview.
 - c. The Family/Partner inclusion program is part of the interview day in which applicants' family members may attend general information sessions but not MMI components.
5. Acceptance Decisions
- a. Following the interview, each packet (AMCAS application, secondary

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- application, letters of recommendation, and MMI evaluations) is independently reviewed by two trained evaluators who are members of the Admissions Committee using mission-driven, holistic review rubrics.
- b. The Admissions Committee makes final determinations for acceptance via the Committee Score which is used by the Senior Associate Dean for Admissions and Student Affairs in making offers of acceptance during the regular offer period.
 - c. The waitlist is formed and offers are made in keeping with the LCME Consensus Statement on Satisfactory Performance in Element 10.2: Acceptance from the Waitlist/Alternate List after all initial seats are filled. This process is approved by the Admissions Committee.
 - d. Coercion and outside influence on acceptance decisions are prohibited; all decisions are made by the Admissions Committee following the approved process.
6. Offer of Admission
- a. Offer of admission letters are signed by the Dean. An admit packet with the response deadline and conditions of acceptance are provided by the Senior Associate Dean for Admissions and Student Affairs.
 - b. The AAMC requires medical schools to make a total number of acceptances to fill the entire class by March 15.
 - i. Withdrawals or declined admissions offers will result in an offer from the waitlist in keeping with the designated class size.
 1. The waitlist is formed with applicants found acceptable by the Admissions Committee who have yet to receive an offer.
 2. Offers from the waitlist are made following the Admissions Committee approved process.
 - c. Admission is contingent upon completion of all requirements by July 15 which are verified by admissions staff.
 - d. For deferrals, please see the Deferral of Admissions Policy.

Beyond Washington residency or “ties to Washington” requirements outlined above, additional requirements to be considered for acceptance to the Elson S. Floyd College of Medicine include:

Requirement	Detail	Future Modification
Medical College Admission Test (MCAT)	<ul style="list-style-type: none"> • Must have been taken no earlier than four years before the expected date of matriculation. • Must be taken by September 30th of the application year. • The highest composite MCAT percentile is 	None
Letters of Evaluation	<ul style="list-style-type: none"> • Three (3) to four (4) individual letters <u>or</u> a Health Professions Advisory Committee (HPAC) packet which can include varying numbers of individual letters, must be submitted directly to AMCAS. If an HPAC packet is submitted, the applicant may have one (1) extra letter of evaluation submitted directly to AMCAS. • All letters must be written on official letterhead. • All letters must be dated for the application year. 	None

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Undergraduate Course Requirements	<ul style="list-style-type: none"> • Biology with lab: 4 semester credit hrs. (or 6 quarter hrs.) <i>Preferred focus: Genetics, Molecular, Biology</i> • Organic Chemistry with lab: 4 semester credit hrs. (or 6 quarter hrs.) • Physics with lab: 4 semester credit hrs. (or 6 quarter hrs.) • These requirements should be specified for science majors. • Online coursework and coursework from community colleges may meet these requirements. • Coursework does not expire. • All required coursework must be taken at an accredited US or Canadian institution. 	The aim is for an eventual phase-out of all pre-requisite coursework.
Baccalaureate Degree	<ul style="list-style-type: none"> • A bachelor's degree from an accredited US or Canadian institution must be earned by July 15 of the matriculation year. • If a doctoral degree has been/will be earned by July 15 prior to matriculation but did not require a bachelor's degree for entrance, the doctor degree may be substituted to meet this requirement. 	

5.0 Related Policies

N/A

6.0 Key Search Words

Applicant, applicant selection, screening, interviews, offers of acceptance

7.0 Revision History

Original Approval	Policy number	Review/Revision
1/31/2016	AD.10.06.170211	2/11/2017
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Responsible Office: Office of Admissions, Student Affairs, and Inclusion

Policy Contact: Senior Associate Dean for Admissions and Student Affairs

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