STANDARD 10: MEDICAL STUDENT SELECTION, ASSIGNMENT, AND PROGRESS

A medical school establishes and publishes admission requirements for potential applicants to the medical education program, and uses effective policies and procedures for medical student selection, enrollment, and assignment.

10.1 PREMEDICAL EDUCATION/REQUIRED COURSEWORK

Through its requirements for admission, a medical school encourages potential applicants to the medical education program to acquire a broad undergraduate education that includes the study of the humanities, natural sciences, and social sciences, and confines its specific premedical course requirements to those deemed essential preparation for successful completion of its medical curriculum.

NARRATIVE RESPONSE

a. List all the college courses or subjects, including associated laboratories that are prerequisites for admission to the medical school.

b. Describe how the current premedical course requirements were established and by which individuals and/or groups they were approved.

c. Describe how the requirements for admission to the medical education program encourage potential applicants to acquire a broad undergraduate education that includes the study of the humanities, natural sciences, and social sciences, and confines its specific premedical course requirements to those deemed essential preparation for successful completion of its medical curriculum.

d. Describe how often and by whom premedical course requirements are reviewed. Note if there are data or other information (e.g., about medical student performance) used to make decisions about changes to premedical course requirements.
10.2 FINAL AUTHORITY OF ADMISSION COMMITTEE

The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors.

SUPPORTING DATA

Table 10.2-1 | Composition of the medical school admission committee

<table>
<thead>
<tr>
<th>Membership category</th>
<th>Number</th>
<th>Name</th>
</tr>
</thead>
</table>

NARRATIVE RESPONSE

a. Describe the process for selection of admission committee members and the length of their initial appointment. Note if members can be reappointed and if there is a maximum term of service.

b. Provide the name of the current chair of the admission committee, including his or her department and administrative title(s) if applicable.

c. Describe how admission committee members, and subcommittee members if applicable, are oriented to the admission committee policies and processes, and receive specific training appropriate to their role in the admissions process.

d. Describe whether the admission committee has the final authority for making all admission decisions. Note the circumstances, reasons, and final outcome surrounding any admission committee decision that has been challenged, overruled, or rejected during the past three admission cycles.
e. Describe how the medical school ensures that there are no conflicts of interest in the admission process and that no admission decisions are influenced by political or financial factors.

SUPPORTING DOCUMENTATION

a. An excerpt from the medical school bylaws or other formal document that specifies the terms of reference of the admission committee (including its mandate, composition of the committee and its subcommittees (if any) and the rules for its operation, including voting membership and definition of a quorum at meetings. (Appendix LLL)

b. A list of current admission committee members, including each member’s faculty and/or leadership role (e.g. associate dean, director etc.), student status, or other status (e.g., graduate of the medical school, community physician) and year of appointment to the committee. (Appendix MMM)
10.3 POLICIES REGARDING STUDENT SELECTION / PROGRESS AND THEIR DISSEMINATION

The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, policies, and procedures regarding these matters.

NARRATIVE RESPONSE

a. Describe how the policies, procedures, and criteria for medical student selection were developed and approved, and how they are disseminated to potential and actual applicants and their advisors.

b. For each of the following steps of the admission process, as applicable, describe the procedures and criteria used to make the relevant decision and the individuals and groups (e.g., admission committee or subcommittee, interview committee) involved in the decision-making process:

1. Selection for the interview

2. The interview

3. The acceptance decision

4. The offer of admission

c. If there is/are a joint baccalaureate-MD program(s) or dual degree program(s) (e.g., MD-PhD), describe whether the procedures for the selection and admission of students to the MD-granting portion of the program differs from the procedures described in “b” above.

d. Describe the composition of the medical student promotions committee (or the promotions committees, if more than one).
e. Describe how the policies for the assessment, advancement (promotion), and graduation of medical students, and the policies for disciplinary action are made available to medical students and to teaching faculty.

f. Describe how and by whom (individual(s) or group(s)) the following decisions are made:

1. The advancement of a medical student to the next academic period

2. A medical student’s graduation

SUPPORTING DOCUMENTATION
a. Policies and procedures for the selection, assessment, advancement, graduation, and dismissal of medical students, and the policies and procedures for disciplinary action. *(Appendix NNN)*

b. The terms of reference of the medical student promotions committee(s). *(Appendix OOO)*
10.4 CHARACTERISTICS OF ACCEPTED APPLICANTS

A medical school selects applicants for admission who possess the intelligence, integrity, and personal and emotional characteristics necessary for them to become competent physicians.

SUPPORTING DATA

Table 10.4-1  | Entering Student Mean Performance Data
<table>
<thead>
<tr>
<th>Source: School-reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide the mean overall premedical student performance data used by the school for new (not repeating) first-year medical students in the indicated entering classes.</td>
</tr>
<tr>
<td>Student performance data used (specify)</td>
</tr>
</tbody>
</table>

NARRATIVE RESPONSE

a.  Describe the personal and emotional characteristics of applicants considered during the admission process. How was this list of personal attributes developed? By which individuals and groups was the list reviewed and approved?

b.  Describe the methods used during the admission process to evaluate and document the personal and emotional characteristics of applicants. Refer to the admission procedures as outlined in element 10.3 to illustrate where and how these attributes are assessed.

c.  Describe how the members of the admission committee and the individuals who interview applicants (if different than members of the admission committee) are prepared and trained to assess applicants’ personal attributes.

SUPPORTING DOCUMENTATION

a.  Copies of any standard form(s) used to guide and/or to evaluate the results of applicant interviews. *(Appendix PPP)*
10.5 TECHNICAL STANDARDS

A medical school develops and publishes technical standards for the admission, retention, and graduation of applicants or medical students with disabilities, in accordance with legal requirements.

NARRATIVE RESPONSE

a. Describe how and by whom the technical standards were developed and approved. Note if the technical standards are reviewed on a regular basis

b. Describe how the technical standards for admission, retention, and graduation are disseminated to potential and actual applicants, enrolled medical students, and faculty.

SUPPORTING DOCUMENTATION

a. The medical school’s technical standards for the admission, retention, and graduation of applicants and students. (Appendix QQQ)
10.6 CONTENT OF INFORMATIONAL MATERIALS

A medical school’s calendar and other informational, advertising, and recruitment materials present a balanced and accurate representation of the mission and objectives of the medical education program, state the academic and other (e.g., immunization) requirements for the degree of Doctor of Medicine and all associated joint degree programs, provide the most recent academic schedule for each curricular option, and describe all required learning experiences in the medical education program.

NARRATIVE RESPONSE

a. Describe how and how often informational materials about the medical education program are developed. How does the leadership of the medical education program ensure that the materials are accurate and timely?

b. Describe how recruitment materials about the medical education program are made available to potential and actual applicants, career advisors, and the public.

SUPPORTING DOCUMENTATION

a. Samples of any recruitment materials related to the medical school. (Appendix RRR)
b. Copy of the current medical school calendar. (Appendix SSS)
c. Copies of calendar, or other informational materials available to the public, indicating how the following can be accessed:
   1. Medical education program mission and objectives (Appendix TTT)
   2. Requirements (academic and other) for the MD degree and joint degree programs (Appendix UUU)
   3. Academic schedule for each curricular option (Appendix VVV)
   4. Required learning experience descriptions (Appendix WWW)
10.7 TRANSFER STUDENT QUALIFICATIONS

A medical school ensures that any student accepted for transfer or admission with advanced standing demonstrates academic achievements, completion of relevant prior coursework, and other relevant characteristics comparable to those of the medical students in the class that he or she would join.

SUPPORTING DATA

Table 10.7-1 | Transfer/Advanced Standing Admissions  
Source: School-reported

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Into Year 1</th>
<th>Into Year 2</th>
<th>Into Year 3</th>
<th>Into Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCME-accredited US medical school</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: please specify</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NARRATIVE RESPONSE

a. Describe how and by whom the following decisions are made:

1. The number of transfer students to be accepted into each year of the curriculum

   

2. The number of visiting students accepted for electives by department.

   

b. Describe the procedures used for selecting applicants for transfer or for admission with advanced standing, including the procedures by which the medical school determines the comparability of the applicant’s educational program and prior academic achievement to those of medical students in the class that they would join.

   

c. Describe the role of the admission committee and members of the medical school administrative leadership in the following:

1. Determining if space and resources are available to accept transfers and
2. Making the decision to accept applicants for transfer or for admission with advanced standing.

d. Describe how policies and procedures related to transfer/admission with advanced standing are made available to potential applicants for transfer and advanced standing and their advisors.

SUPPORTING DOCUMENTATION

a. Medical school policies and procedures related to transfer and admission with advanced standing. (Appendix XXX)
10.8 TRANSFER INTO THE FINAL YEAR

A medical school accepts a transfer medical student into the final year of a medical education program only in rare and extraordinary personal or educational circumstances.

SUPPORTING DATA

<table>
<thead>
<tr>
<th>Table 10.8-1</th>
<th>Transfer students into the final year Source: School-reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide the number of transfer students admitted from the program types listed below into the final year of the curriculum since the time of the last full survey.</td>
<td></td>
</tr>
<tr>
<td>LCME-accredited US medical school</td>
<td></td>
</tr>
<tr>
<td>Other: please specify</td>
<td></td>
</tr>
</tbody>
</table>

NARRATIVE RESPONSE

a. For each student admitted to the final year of the curriculum listed in Table 10.8-1, describe the circumstances surrounding the admission decision.
10.9 VISITING STUDENT PROCESSING

A medical school verifies the credentials of each visiting medical student, maintains a complete roster of visiting medical students, approves each visiting medical student’s assignments, provides a performance assessment for each visiting medical student, and establishes health-related protocols for such visiting medical students.

NARRATIVE RESPONSE

a. Describe the procedures by which the medical school grants approval for students from other medical schools to take electives at the medical school. Include the following information in the description:
   1. How the academic credentials and immunization status of visiting students are verified
   2. How the medical school approves the assignments of visiting students to ensure that there are adequate resources (including clinical resources) and appropriate supervision at the site for both the visiting student and any of the medical school’s own students
   3. How the medical school ensures that a performance assessment is provided for each visiting student

b. Identify the medical school or university staff member(s) who is/are responsible for maintaining an accurate and up-to-date roster of visiting medical students, ensuring that the program’s requirements for visiting medical students are being met. Describe how the roster is used.

SUPPORTING DOCUMENTATION

a. The types of information included in the roster of visiting medical students (if there is a standardized template for the roster, provide a copy). (Appendix YYY)
10.10 VISITING STUDENT QUALIFICATIONS

A medical school ensures that any visiting medical student demonstrates qualifications comparable to those of the medical students he or she would join in those educational experiences. This process is overseen and managed within the medical school.

NARRATIVE RESPONSE

a. Identify the medical school, university, or other office that is responsible for determining whether a potential visiting medical student has comparable qualifications to those of the school's own students.

b. Describe the procedures and criteria used by the medical school to determine if a potential visiting medical student has qualifications comparable to those of the medical students he or she would join in a clinical experience.
10.11 STUDENT ASSIGNMENT

A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., alternative curricular track) and uses a centralized process to fulfill this responsibility. The medical school considers the preferences of students and uses a fair process in determining the initial placement. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.

NARRATIVE RESPONSE

a. Describe the process for medical student assignment in the following circumstances as relevant. In the description, note how students are informed about the assignment process, the ability of students to select or rank options, and include when, how, and by whom the final decision about assignment is made.

1. Geographically distributed campus

2. Parallel curriculum site (e.g., longitudinal integrated clerkship site)

3. Required clinical learning experience site (e.g., a hospital)

b. Describe the procedures whereby a student with an appropriate rationale can formally request an alternative assignment. Describe the criteria used to evaluate the request for the change and the individuals tasked with making the decision. Describe how medical students are informed of the opportunity to request an alternate assignment.

SUPPORTING DOCUMENTATION

a. Medical school policy/procedure allowing a medical student to formally request a different assignment. (Appendix ZZZ)