

CASE WESTERN RESERVE UNIVERSITY  
SCHOOL OF MEDICINE

ADMISSIONS COMMITTEE

Charge:

The Committee participates in both annual decision-making regarding individual applicants and the establishment of admissions policy and procedure. The Committee will recommend standards of Medical School admission for undergraduate medical students and M.D./Ph.D. candidates, review applications, assist in the interview process, review completed files, and approve candidates for admission.

Membership:

The Committee will have six elected members. At least two of the elected members shall be from preclinical departments and at least three of the elected members shall be from clinical departments. The dean may appoint up to four additional members. Each of these elected and appointed members shall serve a five-year term. Two medical students shall also serve members of the Committee; each year the Council of Student Representatives (CSR) will select a slate of at least two third-year students, one of whom will be appointed to the committee by the dean of admissions and the chair of the Admissions Committee to serve a two-year term, serving without vote for the first year and with vote for the second year. For the 2003-2004 year only, the CSR will propose a slate of at least two third-year students, one of who will be selected to serve a two-year term as described above, and at least two fourth-year students, one of whom will be selected to serve for one-year, with vote. The elected and appointed faculty committee members will have voting privileges. Due to the sensitive nature of the admission process and the necessity of cooperation between faculty and administration, the list of nominees for the Committee should be developed in consultation with the deans for Student Affairs and Admissions. The deans for Student Affairs and the dean of the medical school shall serve as *ex officio* members without vote.

*ADMISSIONS COMMITTEE.doc*

*October 19, 2001, approved by Faculty of Medicine*

*December 11, 2000, amended by Faculty Council*

*December 19, 1983, amended by Steering Committee of Faculty Council*

*October 11, 1982, original charge approved by Faculty Council*