

Creighton University School of Medicine

Medical Education Program Policies

POLICY: Admissions Policy on Applicant Selection Criteria and Process

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 10/22/2019

REVISED DATE: 7/21/2020; 5/7/2021; 6/17/2021; 4/11/2022

LCME ACCREDITATION STANDARD REFERENCE: 10.3

PURPOSE

The purpose of this policy is to describe the criteria and process for selection of applicants for matriculation to the Creighton University School of Medicine (CUSOM) Medical Education Program.

POLICY

The Admissions Committee has ultimate authority and responsibility for every step in the process of selecting applicants for matriculation to the Creighton University School of Medicine (CUSOM) Medical Education Program. With the approval of the Admissions Committee, the Assistant Dean for Admissions and/or the Director of Admissions are delegated the responsibility for reviewing and selecting applicants for interview using the selection criteria noted below. Emphasis is placed on a holistic review of applications. Interviewed applicants then come before the Admissions Committee for review and are accepted, rejected, or placed on the alternate list. Applicants on the alternate list will be reviewed by the Admissions Committee again later in the admissions cycle for possible acceptance if their deficiencies have been successfully addressed or are no longer relevant, and as space in the class becomes available due to withdrawals.

PROCEDURE

- A. Applicant selection criteria are posted and described in several venues.
 1. AAMC's Medical School Admissions Requirements (MSAR) publications
 2. Medical Education Program Admissions webpage
 3. Medical Education Program Admissions recruitment brochure
 4. CUSOM Bulletin
 5. Meetings with applicants during:
 - a. In person or virtual visits to CUSOM
 - b. Career/College Fairs
 - c. Phone appointments
 - d. Other recruitment activities and events

- B. Prerequisites, if any, are established by the Admissions Committee and are reviewed, modified as necessary, and approved annually.
 1. Minimum MCAT \geq 498
 2. There are no specific required prerequisite courses for acceptance
 3. Minimum total coursework credits in biology, chemistry, physics, and math should be 40-45 hours.

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4. Recommended recent coursework (past 3 years) in an accredited 4-year college/university in the US or Canada, as preparatory to the MCAT and a rigorous medical school curriculum is as follows:
 - a. Strong background in biology including introductory and advanced courses, e.g., physiology, immunology, and genetics.
 - b. Strong background in chemistry including introductory and advanced courses, e.g., biochemistry.
 - c. Additionally, coursework in English, humanities and statistics is strongly recommended.
- C. Selection Criteria and Assessment Tools
1. Scholastic ability
 - a. Successful completion of prerequisite courses
 - b. Grade point average (GPA) especially in biology, chemistry, physics, and math (BCPM) courses
 - c. GPA in BCPM and trends over time during undergraduate education
 - d. Upper level science course enrollment and grades
 - e. MCAT score(s)
 - f. Written and verbal communication skills
 2. Motivation and Intellectual Curiosity
 - a. Volunteering or employment in a health care setting
 - b. Diverse physician shadowing experiences
 - c. Personal statement
 - d. Research
 3. Community Service
 - a. Direct service work especially for disadvantaged or underserved populations
 - b. Consistent service over time into the present
 4. Emotional maturity, honesty, and integrity
 - a. Evidence of leadership and teamwork skills
 - b. Appropriate communication with the Admissions Office
 - c. Institutional action
 - d. Misdemeanors/felonies
 - e. Military discharge category
- D. Application Process
1. Candidates submit their applications to the CUSOM Medical Education Program through

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AMCAS.

2. A secondary application is considered complete when letters of recommendation, a photograph, and an application fee are submitted.

E. Selection for Interview

1. With the annual approval of the Admissions Committee, the Assistant Dean of Admissions and/or the Director of Admissions will screen all completed applications for possible interview using the criteria noted above (C1-C4) and in the table below (H).
2. The Admissions process is committed to recruiting and selecting applicants that are diverse in nature. For the purposes of this policy, diversity is defined as first generation which, according to CUSOM policy, is a student whose parents have not completed a bachelor's degree from an institution in the United States or Canada. The rationale for this focus is the inclusion of lower socioeconomic, underrepresented in medicine, and underprivileged populations.
3. Life experiences and a record of service to disadvantaged populations, and/or talents which may enhance patient care and health equity are valued.
4. Attention is given to applicants who are:
 - a. Pursuing or have completed a Creighton degree
 - b. Recommended by members of the Creighton community, including faculty, current medical students, and/or alumni
5. A holistic review process is used to assess these factors in the context of the core qualities considered necessary in a physician such as proven scholastic ability, proper motivation and intellectual curiosity, service to others, and emotional maturity, honesty, and integrity.

F. Interview Process

1. Interviews are offered each week beginning in August and continuing through the end of the cycle.
2. Each interview week is conducted virtually over a period of five weekdays as follows:
 - a. Applicants invited to interview are asked to initially view several pre-recorded video presentations on topics of interest including:
 - i. Introduction to Creighton University and CUSOM including mission, Jesuit values, curriculum, service opportunities, general admission criteria, and related issues
 - ii. Financial aid process
 - iii. Jesuit ideals and pedagogy
 - iv. Diversity and inclusion

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- v. Virtual tour of campus, facilities, simulation center, etc.
 - b. Applicants then sign up for two, 30-minute virtual interview slots Monday through Thursday.
 - i. One 30-minute virtual interview will be with a faculty, staff, alumni.
 - ii. One 30-minute virtual interview will be with a M2-M4 medical student.
 - iii. Interviews are “open interviews” so that interviewers can review the applicant’s file prior to the interview.
 - iv. During the interview, evaluators focus on the applicant’s motivation for a career in medicine, knowledge of medicine as a career, commitment to community service, personality characteristics, teamwork, leadership, communication skills, life experiences and extracurricular activities, academic background, and aspects of note gleaned from the recommendation letters.
 - v. Interviewers complete an interview evaluation form for each applicant interviewed.
 - e. On Friday of each given interview weeks applicants must participate in the following virtual concluding activities:
 - i. Meet the Dean with Q & A (30 minutes)
 - ii. Discussion and Q & A with current CUSOM medical students (45 minutes)
 - iii. Wrap-up, Q & A, and closing comments by the Directors of Admission and Associate and Assistant Deans for Admissions (45 minutes)
 - iv. Dismissal
- G. Admissions Committee Review and Decision
1. The final responsibility for accepting applicants to the CUSOM Medical Education Program rests with the Admissions Committee.
 2. Admissions Committee membership is defined in the CUSOM by-laws.
 3. The Admissions Committee generally meets weekly through the admissions cycle. In order to conduct business, the Admissions Committee must achieve the following:
 - a. A quorum, defined as 50% plus 1 of voting members.
 - b. A majority, defined as 50% plus 1, of voting members must be faculty, excluding faculty who also hold titles of Dean, Associate Dean, or Assistant Dean in CUSOM.
 4. Members of the Committee review applicant files holistically with consideration of the selection criteria mentioned above, information and academic data from the AMCAS and secondary application, letters of recommendation, and interview evaluations.
 5. A final admission decision is made for Acceptance, Alternate (Wait) List, or Decline Admission.

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6. Acceptance
 - a. An offer of acceptance is made by email with supporting attached documents.
 - b. An applicant may accept the offer by returning the response form and paying a deposit.
 - c. The class deposit is refundable to applicants who withdraw their acceptance by April 30 of the matriculating calendar year.
 - d. An applicant who does not respond within the 14 business days is contacted by phone and reminded of the offer.
 - e. If a response is not received in a timely manner, the applicant's acceptance is withdrawn.
7. Alternate List
 - a. Applicants placed on the Alternate List are candidates who have been interviewed that have one or more deficiencies in their application.
 - b. Such applicants may contact the Admissions Office to find out the reason for being placed on the Alternate list and are then encouraged to redress the deficiencies in as much as is possible and inform the Admissions office of the remediation.
8. Acceptance from the Alternate List
 - a. Applicants on the alternate list are encouraged to update their files with grades and activities that supplement their AMCAS and secondary applications.
 - b. The Admissions Committee has final authority to determine which applicants will be accepted from the alternate list.
 - i. The review of alternate list is done by the Admissions Committee once in January and again in May and may continue as necessary until the class matriculates.
 - ii. At these meetings, applicants may be accepted by the Admissions Committee or remain on the alternate list.
 - iii. At the May meeting, the Admissions Committee ranks applicants remaining on the alternate list for subsequent acceptance in rank order, should slots become available due to withdrawals.
9. Rescinded Acceptance
 - a. Under rare circumstances, an acceptance offer may be rescinded when new information about the applicant comes to light, e.g., failed background check, positive drug test, falsification of records or documents, failure to submit requested appropriate documentation, failure to submit to a background check or drug test, failure to meet the appropriate deadlines, etc.
 - b. Cases where withdrawal of acceptance is being considered will be brought to the Admissions Committee for adjudication with input from CUSOM legal counsel.

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H. Assessment of selection criteria occurs at various stages during the admissions process as shown in the table.

Criteria	Assessment Method	Assessed During		
		Screening	Interview	Committee
Scholastic Ability and Prerequisites	Transcript	X		X
	GPA (trends, grades)	X	X	X
	MCAT	X	X	X
Motivation/Intellectual Curiosity	Health care work	X	X	X
	Shadowing	X	X	X
	Research	X		X
	Written Communication	X	X	X
	Verbal Communication		X	X
Community Service	Direct service	X	X	X
	Consistent ongoing service	X		X
Emotional Maturity/Honesty/Integrity	Leadership experiences	X	X	X
	Teamwork experiences	X	X	X
	Letters of Recommendation	X	X	X
	Institutional action	X		X
	Felonies & misdemeanors			X
	Military discharge category			X

I. Deferment of Acceptance

1. Under rare circumstances, an accepted applicant may request a deferment prior to matriculation.
2. Deferment requests must be made in writing and addressed to the Associate or Assistant Dean or Director of Medical Admissions.
3. Deferment requests must be received no later than June 1 of the current cycle.
4. Applicants accepted after June 1 are not eligible for deferment.
5. Deferment requests will be screened for adherence to criteria (see 7 below).
6. Deferment requests meeting criteria will be reviewed by the Admissions Committee who will either grant or reject the deferment request.
7. Criteria for deferment include the following:
 - a. Meaningful educational opportunity, e.g., Fulbright scholarship

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- b. Meaningful service opportunity, e.g., Peace Corps
 - c. Completion of military service
 - d. Illness
 - e. Unanticipated family hardship
8. Granted deferments
- a. The number of granted deferments is limited to a maximum of 3 per academic year.
 - b. Deferments, when granted, are limited to one-year.
 - c. Deferred applicants are not guaranteed their campus of choice for the next cycle.
 - d. Deferred applicants cannot apply to other medical schools during the deferral year.
9. Exceptions to this policy may be considered on a case-by-case basis

SCOPE

Applicants for matriculation to CUSOM Medical Education Program, interviewers, and Admissions Committee members.

ADMINISTRATION AND INTERPRETATION

The Office of Admissions is responsible for the administration and interpretation of this policy. Please forward questions to the Associate Dean of Admissions.

AMENDMENT

This policy may be amended by majority vote of the Medical Education Program Admissions Committee and the Educational Program Committee.