

<b>Policy Name:</b>	School of Medicine Admissions – Creation of the Waitlist
<b>Original Approval Date:</b>	09-03-2021
<b>Approving Officer/Committee:</b>	Admissions Committee
<b>Revision Dates and Notes:</b>	
<b>Related LCME Element(s) (if any):</b>	10.3

- A. Policy** – The Admissions Committee of the LSUHSC-S School of Medicine shall create a waitlist of acceptable applicants for admission. The Admissions Committee shall have final authority to determine which applicants will be accepted from the waitlist.
- B. Purpose** – The purpose of the policy is to ensure the admissions process is applied consistently without bias and procedures are in place to select applicants for admission.
- C. Scope** – This policy applies to all persons participating in the LSUHSC-S School of Medicine admissions process.
- D. Procedure** –
1. Students who are not accepted or rejected by the Admissions Committee after completing their interview process are placed on the Acceptable List.
  2. A composite score derived from the interview, MCAT score, undergraduate BCPM GPA, and post baccalaureate or graduate BCPM GPA is calculated for each applicant. This composite score is a guide and is not meant to be the deciding factor for ranking applicants.
  3. Applicants on the Acceptable List are periodically re-reviewed using the composite score, as well as other information available on the application, and may be offered acceptance at any time throughout the remainder of the cycle.
  4. At the end of the cycle, after all interviews are conducted and the Committee has voted to accept, reject, or place on the Acceptable List all interviewed applicants, the Committee meets to do the following:
    - a. fill any vacant seats, and
    - b. rank order the applicants who remain on the Acceptable List which will be used to fill any subsequent vacant seats
  5. Ranking is based on all information available on the application and from the personal interviews.
  6. Committee members are asked to vote for a number of applicants based on how many applicants remain on the Acceptable List. Votes are tallied and the applicant receiving the most votes is ranked first; the applicant with the next highest number, second; and so on.
  7. As previously accepted applicants withdraw, those remaining on the ranked list are accepted in order.

8. At the end of the cycle, once the accepted applicants have matriculated, those remaining on the Acceptable List are notified that they have not been selected.

**E. Related Policies/Forms**