

Admissions Policy: Students

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Responsible Officer: Office of Student Admissions for the College of Medicine & Director of Student Admissions

Policy Owner: Director of Student Admissions

Policy Contact: Director of Student Admissions

Policy Statement on Entry Pathways to the College of Medicine

Pipeline/Linkage programs, Joint/Dual Programs, Transfer Admissions & Advanced Standing

The Admissions Committee plays a deciding role in evaluating and selecting applicants who apply to any of the Entry Pathway Programs offered at SUNY Downstate: pipeline/linkage, joint/dual degree, transfer & advanced standing. Applicants interested in any SUNY Downstate Entry Pathways into the College of Medicine must be United States citizens or permanent residents.

The Admissions Committee uses the same holistic review criteria employed to evaluate a first-time applicant to medical school. The Admissions Committee considers unusual features in the academic record, such as course load, breaks in attendance, declining grades, and study habits. The Admissions Committee also considers applicants who have demonstrated abilities in the AAMC's enumerated pre-professional competencies, emphasizing personal attributes. These unique characteristics include but are not limited to service orientation, social skills, cultural competence, ability to work collaboratively, communication skills, ethical responsibility, reliability and dependability, resilience and versatility, and capacity for improvement.

The Chair of the Admissions Committee (Dean of Admissions for the College of Medicine) and the Director of Student Admissions annually train the committee members on the requirements and criteria outlined in each Entry Pathway program. The Committee formally discusses, votes, and considers admitting candidates who meet the Entry Pathway program requirements.

The Admissions Committee votes to accept or reject each candidate. Following the presentation of the candidates to the Admissions Committee, the Director of Student Admissions, in consultation with the Chair of the Admissions Committee (Dean of Admissions for the College of Medicine), re-reviews the application to ascertain if applicants meet the minimum qualifications as outlined in the Entry Pathway established criteria.

Annually, the Chair of the Admissions Committee (Dean of Admissions for the College of Medicine), the Director of Student Admissions, Dean of Students, in consultation with the Associate Dean for the Director of Assessment, conduct a comprehensive analysis of the predictors of passing the foundational components of the medical school 1st and 2nd-year curriculum and USMLE STEP

These analyses will consider the socio-demographic status and personal experiences as covariates. The investigation is shared with the Admissions Committee annually. Lessons learned from these analyses will be used to refine our holistic admissions approach

Transfer Admissions & Advanced Standing

The Downstate College of Medicine limits admissions to advanced standing to United States citizens or permanent residents currently registered, enrolled, in right standing, and attendance, as second-year medical students in an LCME (Liaison Committee on Medical Education) accredited College of Medicine in the United States. The College of Medicine doesn't consider transferring individuals who have earned an M.D. degree or who are not enrolled in an LCME MD degree granting program. Positions are typically not available, and the College of Medicine does not routinely consider a request for transfer with advanced standing. The College of Medicine will only **occasionally** consider applications into the 3rd year class. We will only consider applicants to the third year who could qualify for admissions to the first-year class. In addition to meeting all premedical requirements, applicants for entries to the third-year level must have satisfactorily completed all first- and second-year courses in their LCME medical school curriculum.

Admissions decisions are based on several factors. They include:

- 1) prior academic performance, particularly in medical school.
- 2) letters of recommendation.
- 3) Medical College Admissions Test (MCAT) scores.
- 4) score on Step 1 of the United States Medical Licensing Exam (USMLE).
- 5) communication skills, character, personal skills, and motivation for medicine, as demonstrated through letters of recommendation and personal interviews.

Pre-Screening

1. Letter stating the reason for transfer: it should include a statement by the applicant attesting whether he/she has ever been the recipient of any action by any post-secondary institution for unacceptable academic performance such as dismissal, disqualification, suspension, or conduct violations.
2. **The College of Medicine must receive a Transfer Application** and all required materials no later than **March 15** of the applicant's planned year of matriculation.
3. A non-refundable **application fee**
4. **Official transcripts** from all undergraduate, graduate, and medical schools/colleges attended.
5. **MCATs & USMLE**

The Admissions Committee prefers applicants who have MCAT scores within five years of the transfer application date.

Applicants applying for transfer to our College of Medicine must submit passing scores from the Step 1 USMLE no later than May 15.

6. Letters of Recommendation

- A letter of recommendation from the applicant's premedical college's Health Professions Advisory Committee must be forwarded to us. Suppose the premedical college does not have a pre-health committee. Then letters from faculty members in two different departments under whom courses have been taken will be acceptable (one must be from a science faculty).
 - A letter of recommendation from the Dean of Student Affairs at the medical school the applicant is attending is required and must include a certification that the applicant is in good standing and eligible for the promotion.
 - If the applicant has completed a clinical experience in the United States, the person who supervised the applicant's work should forward a letter of recommendation to our Admissions Committee.
7. The applicant must affirm that they meet the SUNY Downstate College of Medicine Technical Standards.