

# Policy/Procedure



Icahn School  
of Medicine at  
**Mount  
Sinai**

**Title:** Admissions Alignment to Mission of the School

**Category:** MD Program  
Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD Admissions Committee  
MD/PhD Admissions Committee  
Executive Oversight Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.3 Policies Regarding Student Selection/Progress and Their Dissemination  
10.6 Content of Informational Materials

**PURPOSE AND SCOPE:**

The mission of the Admissions Committee at the Icahn School of Medicine at Mount Sinai is to nurture a visionary community of students, staff, faculty and leaders who are committed to advancing exceptional clinical care and science that is free of racism and oppression in all its forms.

**POLICY:**

- Every member of the Admissions Committee is trained annually on the policies and procedures regarding applicant selection.
- Every member of the Admissions Committee is trained annually on the admissions criteria and standards
- The Medical School Admissions criteria and standards, including applicant attributes, premedical requirements and applicant metrics are reviewed annually with the Selections Subcommittee of the MD Admissions Committee, the Admissions Committee and the Executive Oversight Committee.

**PROCEDURE:**

The Medical School Admissions criteria and standards are available on the [website](#) and in the Admissions Committee Training manual.

The screening form, interview form and admissions committee structured discussion are all aligned intentionally with our mission.



## Policy/Procedure



**Title:** Characteristics of Accepted Applicants

**Category:** MD Program  
Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD Admissions Committee  
Executive Oversight Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.4. Characteristics of Accepted Applicants

**PURPOSE AND SCOPE:**

The MD Admissions Committee structures the screening, interviewing and evaluation of applicants to ensure that it is selecting applicants with academic skills and personal attributes that will allow success in Medical School.

**POLICY:**

- The personal attributes of successful applicants are reviewed annually by the Selections Subcommittee of the MD Admissions Committee and the Executive Oversight Committee. Final approval is made by the Selections Subcommittee of the MD Admissions Committee.
- The personal attributes of successful applicants are considered at screening, interviewing and ranking.
- The academic outcomes of students inform the Admissions Committee procedures and processes.

**PROCEDURE:**

- The personal attribute list is on the screening form and the interview form.

- The personal attribute list is linked to the standardized questions used for interviewing applicants.
- The personal attribute list is reviewed in Admissions Committee training, in the training manual and on the website.
- The Senior Associate Dean of Admissions meets regularly with the Senior Associate Dean of Student Affairs





**Title:** Selecting Applicants in a Fair and Equitable Manner

**Category:** MD Program  
Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD Admissions Committee  
MD/PhD Admissions Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.3 Policies Regarding Student Selection/Progress and Their Dissemination

**PURPOSE AND SCOPE:**

The primary scope of this policy is to describe the fair and equitable manner in which candidates are reviewed and ultimately selected or denied admission to ISMMS.

**POLICY:**

- All applications undergo a holistic screening process in order to be invited for an interview.
- All applications are screened by MD Admissions Committee members.
- All interviewees are interviewed by two MD Admissions Committee members.
- All applicants are evaluated at the MD Admissions Committee meeting.
- The decision about potential acceptance of the applicant is made at the MD Admissions Committee meeting.
- The Selections Subcommittee of the MD Admissions Committee uses the rank score of the applicant determined at the MD Admissions Committee to then determine the number and timing of admissions decisions.
- The Selections Subcommittee of the MD Admissions Committee also considers balancing of the class geographically and educationally as well as on the applicant's demonstrated interest in the school.
- All MD Admissions Committee members participate in screening, interviewing and evaluating the applicants.
- All MD Admissions Committee members receive annual training including training on unconscious bias and equity.

- Admissions Committee members must observe an MD Admissions Committee meeting prior to fully participating in evaluating applicants.
- Voting at MD Admissions Committee meetings is done electronically and confidentially.

### **PROCEDURE:**

1. All MD Admissions Committee Members receive annual training prior to the start of the admissions cycle.
2. Candidates are screened for interview invitations using a two-pass system. All members of the MD Admissions Committee perform primary screening. The primary screener uses the online screening form to evaluate the application. The screening form is comprised of Likert scaled questions and free text answers. The initial recommendation for interview is then forwarded to a secondary screener. Secondary screeners review the application and the primary screener's assessment prior to determining a final interview invitation recommendation.
3. Candidates are interviewed by two members of the MD Admissions Committee. At least one interview is conducted by a faculty member (the other may be a student or another faculty member). During each thirty-minute interview the MD Admissions Committee member conducts a holistic assessment of the candidate. The on-line interview form consists of Likert scaled questions and free text answers.
4. At the weekly Committee Meetings, each interviewed candidate is presented to the committee by the two interviewers. The Committee appraises the candidate based on the interviewer assessment but also independently has access to the full application package. After the discussion has concluded, each member of the Committee electronically submits a confidential numerical vote. The mean score is automatically calculated and assigned to the candidate.
5. The Selections Subcommittee of the MD Admissions Committee meets throughout the admissions cycle to review the assessment of each application at the MD Admissions Committee meetings and confer acceptance, denial and wait-list status to applicants based on the assessment of the MD Admissions Committee.
6. All rejections are final.

## Policy/Procedure



Icahn School  
of Medicine at  
**Mount  
Sinai**

**Title:** Final Authority of Admission Committee

**Category:** MD Program  
Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD-PhD Admissions Committee  
MD Admissions Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.2 Final Authority of Admission Committee

**PURPOSE AND SCOPE:**

The integrity of the admissions process rests with a formally constituted Admissions Committee with established and codified rules governing voting, quorum, membership, training, confidentiality, and conflict of interest.

**POLICY:**

- Icahn School of Medicine has an MD Admissions Committee and a Selections Subcommittee of the MD Admissions Committee.
- The MD Admissions Committee is charged with evaluating applicants for admission to the MD program and is responsible for: screening, interviewing and conducting final evaluation, discussion, and voting on the acceptability of applicants to the MD program.
- The MD Admissions Committee consists of two co-chairpersons: Senior Associate Dean of Admissions and Recruitment and the Co-Chair of MD Admissions Committee and no fewer than 50 faculty members, who are representative of the full-time basic science, clinical and education faculty, and voluntary clinical faculty as well as no fewer than 20 senior medical students, up to four residents or fellows in training and three admissions professionals
- The MD Admissions Committee only discusses, evaluates and votes on an applicant if a quorum of 20 members is present.
- A vote is only held if more than half of the quorum consists of faculty members.

- The Senior Associate Dean for Admissions and Recruitment and the Co-Chair of MD Admissions Committee are appointed to serve as co-chairs by the Dean for Medical Education.
- On an annual basis, the Executive Committee of the Faculty Council issues a call to all Mount Sinai Health System faculty seeking applications for service on the MD Admissions Committee. Faculty may be self- or peer-nominated. The Executive Committee or a designated subcommittee of the Faculty Council oversees the review of all applicants and nominates candidates for appointment by the Dean. The term of appointment is one year.
- Medical students are approved by the Senior Associate Dean for Admissions and Recruitment and appointed by the Dean for Medical Education. They nominate themselves through the Student Council Admissions Representatives. The term of appointment is one year.
- Residents and Fellows are nominated by the Senior Associate Dean for Admissions and Recruitment and appointed by the Dean for Medical Education. The term of appointment is one year.
- Admissions team professionals are appointed by the Senior Associate Dean of Admissions and Recruitment. The term of appointment is one year.
- Faculty members are evaluated on a yearly basis pursuant to the MD Admissions Committee Code of Conduct and annual performance, and may have their appointments renewed based on a favorable evaluation.
- The Selection Subcommittee of the MD Admissions Committee is charged with using the evaluations from the MD Admissions Committee to inform both the timing and the quantity of Admissions decisions, including acceptances, rejections and alternate list decisions.
- The final determination of acceptability of each applicant is determined by the MD Admissions Committee including applicants for the Early Assurance and MD-PhD Programs.
- The Selections Subcommittee of the MD Admissions Committee is also charged with reviewing and approving all policies related to the process of admitting students to the MD program.
- The Selections Subcommittee of the MD Admissions Committee in conjunction with the MD-PhD Admissions Committee, is also charged with reviewing and approving all policies related to the process of admitting students to the MD-PhD program.
- The Selections Subcommittee of the MD Admissions Committee is composed of three ex-officio members: Senior Associate Dean of Admissions and Recruitment, the Co-Chair of the MD Admissions Committee, and the Dean for Diversity Programs, Policy, and Community Affairs. In addition, at least 5 faculty members from the MD Admissions Committee serve on the Selections Subcommittee.
- For policy on conflict of interest, code of conduct and political influence see policy on Admissions Integrity

See [Faculty Handbook](#)

## PROCEDURE:



The Icahn School of Medicine uses a dynamic platform to screen, document interview evaluations, rank applicants and communicate with applicants. Interviews are 30 minutes each and are semi-structured, traditional interviews. Every applicant is interviewed by two faculty members or one faculty member and a senior student. The MD Admissions Committee meets weekly to evaluate and vote on interviewed applicants. All procedures are documented in the MD Admissions Committee Training Manual.





**Title:** Monitoring of Early Assurance Students Prior to Matriculation

**Category:** MD Program Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD Admissions Committee  
Executive Oversight Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.1 Premedical Education/Required Coursework

**PURPOSE AND SCOPE:**

Through its premedical course requirements for admission, Icahn School of Medicine at Mount Sinai (ISMMS) encourages early assurance applicants to be prepared for the rigors of medical education by requiring foundational science course work and a broad undergraduate education.

**POLICY:**

- Students must satisfy the undergraduate degree requirements with an overall GPA of 3.5 or better
- Students must successfully complete matriculation required courses with a grade of B or better.
- Courses used to fulfill the stated matriculation requirements must be taken for a letter grade
- Pre-requisite courses completed at the community college level will be considered on a case-by-case basis.
- Pre-requisite courses completed in an online format will be considered on a case-by-case basis.
- Laboratory Sciences requirements should not be taken in an online format.
- Courses taken during International study abroad programs cannot be used to fulfill science requirements.
- If the student takes the MCAT or applies to other medical schools the student forfeits acceptance into the FlexMed program

- Students must inform and obtain approval from Icahn School of Medicine in the event that they decide to change their major, change the degree they will receive upon graduation, change their graduation year, and/or transfer to another institution, within 4 weeks of the change.

Failure to satisfy any of these requirements will result in a reevaluation of the student's acceptance by the Selections Subcommittee of the MD Admissions Committee of the Icahn School of Medicine at Mount Sinai and may result in the offer being rescinded.

**PROCEDURE:**

1. The Selections Subcommittee of the MD Admissions Committee reviews the academic progress of accepted Early Assurance Students prior to matriculation
2. All communications and updates are managed via the FlexMed Portal



**Title:** Pre-Medical Requirements

**Category:** MD Program  
Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD Admissions Committee  
MD/PhD Admissions Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee  
Executive Oversight Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.1 Premedical Education/Required Coursework

**PURPOSE AND SCOPE:**

Through its premedical course requirements for admission, Icahn School of Medicine at Mount Sinai encourages applicants to be prepared for the rigors of medical education by requiring foundational science course work and a broad undergraduate education

**POLICY:**

Applicants for the MD Program's traditional admissions pathway require a solid foundation in science coursework and a broad undergraduate education.

**Minimum subject requirements are:**

- General Chemistry: One academic year
- Organic Chemistry: One semester
- Biochemistry: One semester
- Biology: One academic year
- Physics: One semester
- Lab: One academic year of lab in Biology and/or Chemistry
- Math: One semester of Statistics. Biostatistics is preferred.
- English: One academic year of intensive writing courses

**Suggested knowledge:**

- Coursework (for example sociology, public health, political science, global health, bioethics, urban studies, history, economics) and/or experiences that expose the learner to content about social determinants of health and disparities in healthcare outcomes.

### **PROCEDURE:**

1. The Pre-Medical Requirements Working Group meets annually and makes recommendations on the requirements for the upcoming admissions cycle.
2. The recommendations are reviewed and approved by the Selections Subcommittee of the Admissions Committee and the Executive Oversight Committee.
3. The Pre-Medical Requirements are available in MSAR, the website, the Admissions Committee Training Manual and in informational materials
4. During the screening process the Admission Committee members confirm that applicants invited for interviews have met the requirements
5. Prior to matriculation, all students must document completion of all pre-medical requirements.

## Policy/Procedure



**Title:** Pre-Medical Requirements for Early Assurance Programs

**Category:** MD Program Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD Admissions Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee  
Executive Oversight Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.1 Premedical Education/Required Coursework

**PURPOSE AND SCOPE:**

Through its premedical course requirements for admission, Icahn School of Medicine at Mount Sinai encourages applicants to be prepared for the rigors of medical education by requiring foundational science course work and a broad undergraduate education.

**POLICY:**

Applicants for the MD Program's early assurance programs require a solid foundation in foundational science coursework and a broad undergraduate education.

Minimum subject requirements for application are:

- One academic year of Biology or Chemistry.

Minimum subject requirements for are for matriculations are:

- General Chemistry: One academic year
- Organic Chemistry: One semester
- Biochemistry: One semester
- Biology: One academic year
- Physics: One semester
- Lab: One academic year of lab in Biology and/or Chemistry

- Math: One semester of Statistics. Biostatistics is preferred.
- English: One academic year of intensive writing courses

**Suggested knowledge:**

- Coursework (for example sociology, public health, political science, global health, bioethics, urban studies, history, economics) and/or experiences that expose the learner to content about social determinants of health and disparities in healthcare outcomes.
- Students are strongly encouraged to complete a Senior Thesis or equivalent in an area of academic concentration

**PROCEDURE:**

1. The Pre-Medical Requirements Working Group meets annually and makes recommendations on the requirements for the upcoming admissions cycle.
2. The recommendations are reviewed and approved by the Selections Subcommittee of the MD Admissions Committee and the Executive Oversight Committee.
3. The Pre-Medical Requirements are available in MSAR, the website, the Admissions Committee Training Manual and in informational materials
4. During the time period between acceptance and matriculation, the students' requirements are monitored every semester. See policy on Early Assurance Monitoring
5. During the screening process, the MD Admissions Committee members confirm that applicants invited for interviews have met the requirements
6. Prior to matriculation, early assurance students must document completion of all pre-medical requirements.



**Title:** Professionalism Standards for Matriculating Students

**Category:** MD Program  
Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selections Subcommittee of the MD Admissions Committee  
MD Admissions Committee  
MD/PhD Admissions Committee

**Approved By:**

Selections Subcommittee of the  
MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.5 Technical Standards

**PURPOSE AND SCOPE:**

It is imperative that all matriculating students display the highest standard of professionalism from the time of acceptance to the time of matriculation.

**POLICY:**

- An offer of admission can be rescinded when an applicant displays behavior that is not professional. Students must conduct themselves professionally at all times starting from the time they are accepted into the school, exemplifying professional behavior in all of their endeavors including but not limited to behavior at their undergraduate institution, summer programs, and at Icahn School of Medicine at Mount Sinai (ISMMS).
- Students must comply with the [Student Handbook](#) and the [Technical Standards](#) and generally applicable policies and procedures at ISMMS;
- Students are required to promptly inform the Icahn School of Medicine of 1) any conviction of a crime or offense other than a minor traffic violation, 2) any conviction of a felony or misdemeanor, and/or 3) any actions undertaken by their undergraduate institution such as suspension, probation, academic or disciplinary actions, taking or being asked to take a leave from their undergraduate institution or violation of code of conduct. Such misconduct will result in a reevaluation of their acceptance by the



Selections Subcommittee of the MD Admissions Committee of the ISMMS and may result in the offer of admission being rescinded.

**PROCEDURE:**

When the Office of Admissions receives information (including but not limited to information from an applicant, from an undergraduate school official, about behavior at a revisit weekend) that the applicant displayed unprofessional behavior, the situation is presented to the Selections Subcommittee of the MD Admissions Committee for an evaluation.





**Title:** Role of Admissions Committee in Selection of MD-PhD Students

**Category:** MD Program Admissions

**Accountable Dean or Director:** Senior Associate Dean of Admissions and Recruitment

**Policy** ✓      **Procedure** ✓      **Other**

**Reviewed By:**

Selection Subcommittee of the MD Admissions Committee  
Selection Subcommittee of the MD-PhD Admissions Committee  
MD Admissions Committee  
MD/PhD Admissions Committee

**Approved By:**

Selections Subcommittee of the MD Admissions Committee

**Effective Dates:**

AY 2023-24

**Review Dates:**

11/2023

**RELEVANT LCME STANDARDS:**

10.2 Final Authority of Admission Committee  
10.3 Policies Regarding Student Selection/Progress and Their Dissemination

**PURPOSE AND SCOPE:**

Applicants who are evaluated for the MD-PhD program at the Icahn School of Medicine at Mount Sinai must meet the criteria and standards of admission for the Medical School in order to be accepted to the MD-PhD Program.

**POLICY:**

- All accepted applicants to the MD-PhD Program must meet the criteria of acceptance to Medical School.
- The Senior Associate Dean of Admissions is a member of the MD-PhD Admissions Committee.
- The Senior Associate Dean of Admissions is a co-chair of the Selection Subcommittee of the MD-PhD Admissions Committee.
- Final selections of MD-PhD candidates are approved by the MD Admissions Committee.

- The Senior Associate Dean for MD-PhD Education is a member of the Selections Subcommittee of the MD Admissions Committee and co-chair of the Selection Subcommittee of the MD-PhD Admissions Committee

**PROCEDURE:**

- The Senior Associate Dean of Admissions represents the Medical School at the MD-PhD Admissions Committee Meeting.
- The MD Admissions Committee must approve of all the applicants to be offered a position in the MD-PhD Program.