



Policy Title:

Admissions Committee Conflict of Interest

Policy Identifier:

USCSOMC - Adm – 1.04

Prepared by: Office of Admissions	Creation Date: 3-1-24
Reviewed by: Offices of Admissions and Academic Affairs	Review Date:
Approved by: MD Program Policy and Procedures Committee	Effective Date: 8-16-24
Category: Admissions/Registrar	

LCME Standards

1.2 – Conflict of Interest Policies

Scope

University of South Carolina (USC) School of Medicine Columbia Admissions Committee Members for the MD program

Policy Statement

While participation on School of Medicine committees is not only encouraged, but necessary for the School of Medicine to function and conduct business; there are instances, specifically involving actions concerning applicants, where the member is expected to recuse his/herself from voting. This is necessary to protect the applicant from unfair bias in the process.

Conflicts of interest can include, but are not limited to, the following relationships:

- Current or former close personal relationship with applicant or their family
- Current or former professor of applicant
- Relative of applicant
- Current or close relationship with applicant’s family

In addition to recusal, any potential member of the Admissions committee will not be eligible to serve on the committee during the academic year when their child/grandchild, spouse/significant other, sibling, niece/nephew or other close personal relative is applying to the SOM.

Reason for Policy

The purpose of this policy is to formally state those instances when Admissions committee members should recuse themselves from voting on actions specifically aimed at MD applicants in the School of Medicine.

Procedures

It is expected that committee members will exercise good judgement and will recuse themselves from the committee prior to the discussion of the applicant. A member can do so by using the



electronic voting system and announcing their recusal to committee members who are present. All members of the Admissions Committee are required to sign a confidentiality disclosure agreement.

Contacts

Office of Admissions

History

Date of Change	Change
3-1-24	Policy adapted and drafted from Committee Membership Recusal Policy