



**Policy Title**

Admissions Conflict of Interest

**Identifier**

USCSOMG – ADMI – 1.03

<b>Prepared by:</b> Office for Admissions	
<b>Reviewed by:</b> Associate Dean for Admissions	<b>Review Date:</b> 10/31/2024
<b>Approved by:</b> USCSOMG Policy Committee	<b>Approval Date:</b> 11/18/2024
	<b>Effective Date:</b> 12/01/2024

**LCME Standards**

- 1.2 – Conflict of Interest Policies
- 10.2 – Final Authority of Admission Committee

**Scope**

University of South Carolina (USC) School of Medicine Greenville Admissions Committee and Admissions Evaluation Committee members

**Policy Statement**

In order to assure the highest integrity and quality within admissions at USC School of Medicine Greenville, the decisions of the Admissions Committee regarding applicants must be fair, consistent, free from intimidation and not influenced by any political or financial factors. Admissions Committee, Admissions Evaluation Committee and PCAT subcommittee members with a conflict of interest regarding a particular candidate must recuse themselves from interviewing the candidate, voting, and participating in discussions pertaining to the candidate.

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

- Family members (by blood or marriage)
- Candidates with close personal, professional or family relationships
- Business associates or their family members
- Candidates in which the Admissions Committee member has a political or financial influence in the outcome (admission, waitlist or decline)

**Reason for Policy**

To provide USC School of Medicine Admissions Committee, Admissions Evaluation Committee and PCAT subcommittee members with clarity on the admissions conflict of interest policy.

## Procedures

Committee members who are deemed to have a conflict of interest must refrain from interviewing or ranking the applicant and must leave the meeting during discussion of the candidate.

Committee members who are unsure whether a relationship with a candidate constitutes a conflict of interest under this policy must consult with the Associate Dean for Admissions as soon as the member is aware of the possible conflict of interest and prior to participating in any admissions activities related to the candidate in question. If committee members are unaware they know an applicant and discover this upon entering the interview room, they must recuse themselves and inform the admissions staff. An alternate interviewer will be found.

During the required annual orientation meeting for all committee and subcommittee members, each member is asked to review and sign an admissions committee conflict of interest policy form indicating their understanding of, and agreement with, this policy.

## Sanctions

Policy violations will result in dismissal from the committee.

## Additional Contacts

Office for Admissions  
Admissions Committee  
Admissions Evaluation Committee  
PCAT Subcommittee

## Related Information

USC School of Medicine Greenville Admissions Manual

## History

<b>Date of Change</b>	<b>Change</b>
October 2024	Strengthened policy language to be clearer. Added PCAT subcommittee to the COI process.
July 2024	Changed identifier to reflect Office for Admissions. Updated to reflect updated titles and branding. Formal approval not required.
November 2020	Editorial changes to reflect the Admissions Evaluation Committee
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.
July 2018	Policy formalized into standardized template, LCME CQI