



Policy Title

Admissions Conflict of Interest

Identifier

USCSOMG – ADMI – 1.03

Prepared by: Office for Admissions	
Reviewed by: Student Affairs Policy Committee	Review Date: 04/30/2018
Approved by: USCSOMG Policy Committee	Approval Date: 11/13/2020
	Effective Date: 11/13/2020

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 and Admissions Evaluation Committee 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 or family relationships
- Business associates or their family members
- Candidates in which the Admissions Committee member may have an interest in the outcome (admission or rejection) other than the recruitment of the most qualified applicants

Reason for Policy

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

Procedures

Committee members who are deemed to have a conflict of interest shall refrain from interviewing or ranking the applicant and shall 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 shall consult with the Executive Director 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 should recuse themselves and inform the admissions staff. An alternate interviewer will be found.

During the required annual orientation meeting for all committee 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 may result in dismissal from the committee.

Additional Contacts

Office for Admissions
Admissions Committee
Admissions Evaluation Committee

Related Information

USC School of Medicine Greenville Admissions Manual

History

Date of Change	Change
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