

TITLE:

Previously-Enrolled Applicant Policy

SUMMARY AND PURPOSE:

This policy outlines the requirements and procedures for Chicago Medical School applicants who were previously enrolled at any medical school (allopathic or osteopathic) and either left voluntarily or were dismissed for any reason.

APPROVED BY: Student Admissions Committee

APPROVAL DATE: June 6, 2025

EFFECTIVE DATE: June 6, 2025

APPLIES TO: All applicants to the MD program at Chicago Medical School.

RESPONSIBLE PARTY: Student Admissions Committee

RESPONSIBLE PARTY CONTACT: CMS Associate Dean for Admissions

LAST REVIEWED: N/A

SUPERSEDES: N/A

POLICY STATEMENTS:

To ensure that all applicants meet the academic and professional standards necessary for success at Chicago Medical School while providing a fair opportunity for those who have had previous challenges, applicants to the allopathic medicine program who were previously enrolled in a medical school and either left voluntarily or were dismissed for any reason are required to submit secondary and supplemental materials as part of their application, in addition to all other required materials.

DEFINITIONS: N/A

PROCEDURES, FORMS, AND RESOURCES:

1. Applicants for re-admission must first apply via the American Medical College Application Service (AMCAS) and follow the procedures as outlined for applicants. When the medical school receives the completed and verified application from AMCAS, the medical school will send a secondary application that must be submitted by the published deadline date listed on the medical school's website.

2. In addition, the applicant for re-admission must submit a supplemental document to:

Rosalind Franklin University
Chicago Medical School – Office of Strategic Enrollment Management
3333 Green Bay Road
North Chicago, IL 60064-3095

This supplemental document must contain the following:

- a. Explanatory Statement: The explanatory statement must include a clear and honest explanation of the circumstances surrounding the applicant's departure from their previous medical school, including:
 - i. The reasons for leaving the program, including whether this was a voluntary withdrawal or dismissal.
 - ii. A description of any steps taken since leaving to address the issues that led to the departure (academic remediation, personal development, professional conduct improvement).
 - iii. A plan for success in the medical education program, including how the applicant has prepared to meet the rigorous demands of the program and maintain professionalism.
- b. Official Letter from Previous Medical School (Mailed Directly from School): The applicant must submit a letter from the Dean or their designee at their previous medical school. This letter must be signed on official letterhead, and address the following points:
 - i. Academic Performance - A detailed account of the applicant's academic performance, including grades, clinical performance, any academic probation, remediation efforts, and progress, if applicable.
 - ii. Professionalism - An assessment of the applicant's professionalism, including behavior, ethics, adherence to school policies, interactions with peers, faculty, and patients, and any disciplinary actions taken.
 - iii. Reason for Departure - A statement clarifying the reasons for the applicant's departure from the medical school (voluntary leave or dismissal), and whether the applicant has demonstrated progress in resolving the issues that led to their departure.
 - iv. Recommendations - A recommendation regarding the applicant's re-admission/admission to a medical program, based on their academic and professional history at the institution.
- c. Remediation and Rehabilitation Evidence (when applicable): Applicants who were dismissed for academic or professional reasons must provide evidence of any remediation or rehabilitation efforts undertaken since their departure, including:
 - i. Academic courses or programs completed to improve knowledge or skills.
 - ii. Workshops, counseling, or other activities aimed at improving professionalism, ethical decision-making, or behavioral conduct.
 - iii. Mentorship or coaching received to address previous performance or conduct issues.
- d. Special Circumstances: In cases where the applicant has significant personal or health-related challenges, additional accommodations or documentation may be considered in the review process.

3. The Chicago Medical School Student Admissions Committee in collaboration with the CMS Offices of Medical Education and Student Affairs reviews the application, including the official letter from the previous institution, the explanatory statement, and evidence of remediation. The Committee with input from other stakeholders will evaluate whether the applicant has demonstrated sufficient improvement in academic and professional areas to warrant consideration for a panel interview.
4. If the Chicago Medical School Student Admissions Committee determines that the application materials show merit, the applicant will be invited to an interview. The interview panel, which may include faculty members, associate/assistant deans, students and other relevant personnel, will evaluate the applicant's maturity, self-awareness, and preparedness to succeed in the medical program at Chicago Medical School.
5. The Chicago Medical School Student Admissions Committee will decide based on the application materials, the interview (if applicable), and all other relevant factors. The decision will be communicated to the applicant in writing. All decisions made by the Chicago Medical School Student Admissions Committee are final and not subject to appeal; no further review or appeal process will be available. Possible Decisions include:
 - a. Re-admission/Admission Granted: The applicant is offered a place in the medical program, with conditions (e.g., academic monitoring, counseling).
 - b. Re-admission/Admission Denied: The applicant is not offered re-admission/admission, with feedback provided on the decision.
6. Additional Considerations:
 - a. Confidentiality: All materials submitted as part of the re-admission/admission process will be kept confidential and handled in accordance with institutional policies on student records and privacy.

HISTORY (IF APPLICABLE): N/A

Approved by CMS Student Admissions Committee 6-6-25