First Year Class Size Coordination Policy
Educational Program Committee Approved: October 1, 2014
Educational Program Committee Last Revised: April 15, 2015

In addition to the size of the first year lecture hall, the complexities of accreditation require a formal process that will ensure that all of the buildings used to educate our students (i.e., instructional facilities, clinical facilities) are adequate and appropriate for the proposed size of the first-year class. *

Policy:
The Dean of the University of Louisville School of Medicine is responsible for determining the number of students in the first-year class (newly admitted plus returning) based on the accepted policies of the LCME. This determination shall be made based upon the adequacy of the school’s educational facilities and patient population as they relate to the school’s ability to achieve its educational objectives and the adequacy of the applicant pool. The Dean shall make this determination annually by June 15 for the following year’s class after receiving input from the Chair of the Educational Policy Committee and the Associate Dean for Admissions. When appropriate, the Dean will also confirm with the Associate Dean for Admissions that a sufficient number of qualified applicants are available to achieve the Dean’s proposed class size number. The Dean will notify the Associate Dean for Admissions and the Senior Associate Dean for Medical Education of the total number of students to be in the first year by July 1 of each admissions cycle.

Annually, beginning on April 30, the Associate Dean for Student Affairs shall provide weekly written details on the number of students potentially returning to or repeating the first year to the Associate Dean for Admissions, the Senior Associate Dean for Medical Education, and the Director for Admissions. At no time after April 30 and prior to the first day of classes shall an offer be extended to an applicant that would result in the total number of new first year students exceeding the total class size set by the Dean less the total number of potential returning and repeating students; the weekly reports from the Associate Dean for Student Affairs shall continue to be sent until such time as the Associate Dean for Student Affairs has provided written notice to the Associate Dean for Admissions, the Senior Associate Dean for Medical Education, and the Director for Admissions that all potential returning and repeating student have either fulfilled the requirements for returning to the first year or successfully remediated any first year deficiencies. Note that all communication/reports must be documented in a traceable form (i.e., written or emailed).

Related LCME Element
Element 5.4: Sufficiency of Buildings and Equipment

Policy History:
Approved: October 1, 2014
Revised: April 15, 2015 Deadline Date to extend offer to Medical School Applicant changed from May 15 to April 30.