Policy 914 Admissions and Recruitment

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Scope

This Policy on Admissions and Recruitment applies to student candidates ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

Purpose

The purpose of this Policy is to establish guidelines for the admissions and recruiting process.

Policy

The principal aim of the School's Admissions and Recruitment Policy is to recruit and offer admission to student candidates of the highest intellectual potential. All admission decisions are guided by the mission of the School.

The School will admit and accord or make available to qualified individuals of any race, creed, color, religion, gender, gender identity or expression, sexual orientation, pregnancy, national or ethnic origin, age, sex, disability (including within the meaning of section 504 of the Rehabilitation Act and the Americans with Disabilities Act), military status, marital status, or any other status protected by applicable federal, state, or local laws all the rights, privileges, programs and activities generally accorded or made available to individuals at the School, and prohibits any discrimination on the basis of any such characteristic and any other characteristic protected by applicable law. Students must meet the requirements of the Stowers Institute for Medical Research to conduct research in its laboratories for module courses, rotation lab courses, and thesis lab courses.

All admission decisions are made by either:

- A standard admission process - a duly appointed faculty committee (the "Admissions Committee") directs: the application process, the application reviews, identification of qualified applicants, the interview process, and the decision-making process. This is done in conjunction with the Dean of Academic Affairs, who serves as a resource (and is not a voting committee member) with respect to minimum admissions standards published by the School and policy compliance. Under this process, a slate of candidates for the standard admissions process is developed and confirmed by the Admissions Committee upon a majority vote of the Admissions Committee, or

- A direct admission process - a host PI sponsors a qualified applicant for direct admission and the Admissions Committee reviews the application, interviews the applicant, and makes a decision on admission. An applicant's direct admission application packet is initially submitted to the Dean of the School, the Dean for Academic Affairs, and the Admissions Committee Chair for preliminary evaluation of the application for direct admission and verification that the applicant continues to meet all required admissions standards. The direct admission applicants are then evaluated by the Admissions

Committee (recusing any host PIs who have a sponsored applicant being evaluated) including evaluation of a scientific talk delivered by the applicants to the Admissions Committee. Direct admission applicants are confirmed by a majority vote of the Admissions Committee (not to exceed the number of direct admission positions available as determined by the administration for the upcoming academic year).

The Admissions Committee is comprised of at least four faculty members who teach in the module courses, serve on supervisory committees, and host students in their labs and/or lead groups with which students collaborate in conducting thesis research. For both of the above admissions processes, faculty are guided through the process by the mission and standards of ethical behavior.

The Dean of Academic Affairs reserves the right to request additional documents from applicants in instances where aspects of the applicant's admission packet remain unclear.

The Admissions Committee shall give each qualified applicant's file an individualized review in order to evaluate the applicant's potential to complete the program successfully. The Committee will consider the broad range of qualities and experiences that would be considered valuable contributions to a distinctive student body and which in turn would enrich the educational experience of all its members.

The Admissions Committee and the School do not use quotas for any particular category of applicants. Rather, in each case, the Admissions Committee evaluates the particular strengths, achievements, qualities or characteristics of the applicant (or some combination thereof) that would enable that applicant to succeed at the School and contribute to the enrichment of the School. This is evidenced by the application packet which includes an emphasis on previous research experience. Previous research experience is evaluated based on the information submitted by the applicants and includes the research project summary, publications, scientific writing sample, and the three letters of recommendation. Research experience is further evaluated during the interview process through the scientific presentation and individual meetings with faculty. The admissions committee, participants in the interviews, and other decision-makers do not have access to the demographic data collected through the application process.

Code of Ethics and Professional Practices Statement

The School strives to ensure appropriate conduct in its recruitment and admission of students. In addressing ethical recruiting and admissions practices, the School adheres to both the National Association for College Admission Counseling (NACAC) Code of Ethics and Professional Practices and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Principles of Professional Ethics and Practice in Academics and Enrollment Services by taking responsibility for the School's actions, including the actions of departments and offices that are not under their purview, as well as agents, consulting firms, vendors, and others who act on behalf of the School.

See the School's Admissions webpage for details concerning admissions criteria, application requirements, deadlines, and other relevant information for both the standard admission process and direct admission process.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.
This policy was reviewed and updated by the GSSIMR Board of Directors on November 09, 2020.
This policy was reviewed and updated by the GSSIMR Board of Directors on January 11, 2023.
This policy was reviewed and updated by the GSSIMR Board of Directors on December 13, 2023.
This Policy was reviewed and amended by the GSSIMR Board of Directors on September 18, 2024.
This Policy was reviewed and amended by the GSSIMR Board of Directors on September 18, 2025.

This policy will be reviewed again by the GSSIMR Board according to the annual policy review schedule.