Traffic Rules for Admissions: AAMC Recommendations for Medical School and M.D.-Ph.D. Admission Officers

The following recommendations are promulgated by the Association of American Medical Colleges (AAMC) to ensure that M.D. and M.D.-Ph.D. applicants are afforded timely notification of the outcome of their applications and timely access to available first-year positions and that schools and programs are protected from having unfilled positions in their entering classes. These recommendations are being distributed for the information of prospective M.D. and M.D.-Ph.D. students, their advisors, and personnel at the medical schools and programs to which they have applied.

The AAMC recommends that:

1) (No Change) Each School:
   a. Publish annually, amend publicly, and adhere to its application, acceptance and admission procedures.
   b. Utilizing an application service abide by all conditions of its participation agreement with that application service.

2) (Change) Each School:
   a. By October 1, notify Early Decision applicants and the American Medical College Application Service (AMCAS) of the admission actions.
   b. From October 15 to March 15, notify the American Medical College Application Service (AMCAS) within 5 business days of all admission actions, either written or verbal, that have been communicated to an applicant.
   c. From March 16 to the first day of class, notify the American Medical College Application Service (AMCAS) within 2 business days of all admissions acceptance, withdrawal, or deferral actions, either written or verbal, that have been communicated to an applicant.
      i. All Admission actions are listed and defined on the AAMC website (https://www.aamc.org/download/144852/data/action_descriptions.pdf)
   d. An acceptance offer is defined as the point at which a medical school communicates a written or verbal acceptance offer to an applicant.
   e. An offer of acceptance to any dual degree program which occurs after an initial acceptance should follow the above timelines.

This change makes admissions decision reporting more timely.

3) (Change) Each school notify all Regular M.D. program applicants of acceptance to medical school only on or after October 15* of each admission cycle. It may be appropriate to communicate notifications of decisions other than acceptance to medical school to applicants prior to October 15.

This change clarifies when the first offer of acceptance to medical school can be made.
4) **(Change)** By March 15 of the matriculation year, each school or program have issued a number of offers of acceptance at least equal to the expected number of students in its first-year entering class and have reported those acceptance actions to the American Medical College Application Service (AMCAS).

*This change aligns with other traffic rule date changes and provides the new name for the application services at the AAMC.*

5) **(Change)** On or before April 30*, each school or program permit ALL applicants (except for EDP applicants):

   a. A minimum two-week time period for their response to the acceptance offer.
   b. To hold acceptance offers or a wait list position from any other schools or programs without penalty (i.e. withholding funding support).

*Although an earlier date was considered, the April 30 date is a compromise to align with MSTP programs and to allow for sufficient time after April 15 tax submission deadline for financial aid offers to be made and evaluated by the applicant. Programs should not require applicants to withdraw from other programs in order to accept a scholarship.*

6) **(Change)** After April 30, each school or program implement school-specific procedures for accepted applicants who, without adequate explanation, continue to hold one or more places at other schools or programs. These procedures:

   a. Each school or program should permit applicants:
      i. A minimum of 5 business days to respond to an acceptance offer. This may be reduced to a minimum of 2 business days within 30 days of the start of orientation
      ii. Submit a statement of intent, a deposit, or both.
   b. Should recognize the problems of applicants with multiple acceptance offers, applicants who have not yet received an acceptance offer, and applicants who have not yet been informed about financial aid opportunities at schools to which they have been accepted.
   c. Should permit applicants who have been accepted or granted a deferral to remain on other schools' or programs' wait lists and to withdraw if they later receive an acceptance offer from a preferred school or program.

*This change aligns the traffic rules date changes and decreases the recommended minimum time period an offer is valid. Applicants who are granted a deferral may remain on wait lists while holding a deferred seat at a medical school.*

7) **(Change)** Each school's pre-enrollment deposit should not exceed $100 and (except for EDP applicants) be refundable until April 30. If the applicant enrolls at the school, the school should credit the deposit toward tuition. All schools should not to require additional deposits or matriculation fees prior to matriculation.

*This change aligns the traffic rule date changes and defines a deposit as any pre-enrollment deposit.*
8) **(Change)** After May 15, any school that plans to make an acceptance offer to an applicant already known to have been accepted to or granted a deferral by another school or program for that entering class ensure that the other school or program is advised of this offer at the time that an offer of acceptance, either written or verbal, has been communicated to an applicant. This notification should be made **immediately by telephone and email** by the close of business on the same day. The communication should contain the applicants name and AAMC ID number, the program being offered (MD only, joint program) and the date through which the offer is valid. Schools and programs should communicate fully with each other with respect to anticipated late roster changes in order to minimize inter-school miscommunication and misunderstanding, as well as the possibility of unintended vacant positions in a school's first-year entering class.

*This change, changes the date of notification to the school to 15 days after the date at which the applicant may hold only one acceptance, and provides a standard process and content of reporting an admissions offer after May 15.*

9) **(Change)** No school make an offer of acceptance, either verbal or written, to any individual who has officially matriculated/enrolled in, or begun an orientation program immediately prior to enrollment at, an LCME accredited medical school. Medical programs should enter a matriculation action for students in AMCAS immediately upon the start of enrollment or the orientation immediately preceding enrollment.

**All LCME accredited medical school in the US, Canada, and Commonwealth of Puerto Rico**

10) **(No change)** Each school treat all letters of evaluation submitted in support of an application as confidential, except in those states with applicable laws to the contrary. The contents of a letter of recommendation should not be revealed to an applicant at any time.

*If on a weekend or holiday, this occurs the next business day.*