

Marshall University and Marshall University Joan C. Edwards School of Medicine BS/MD Program Selection Procedure

Overview

The Admissions Executive Committee and/or their designees for the Marshall University Joan C. Edwards School of Medicine (MUJCESOM) will receive, review and select applicants to be interviewed by the members of the MUJCESOM Admissions Committee and others as needed. Final selection for the BS/MD program will be the responsibility of the MUJCESOM Admissions Committee. The Admissions Committee and others as directed will conduct interviews, evaluate applicants and make final determination of those accepted into the BS/MD program. Members of the Admissions Committee and any of those conducting interviews will receive annual training, and will understand the special requirements and criteria for the BS/MD program.

The Selection Process

The MUJCESOM Admissions Executive Committee and/or their designees will identify a pool of acceptable applicants who meet the minimal requirements and possess qualities necessary for success in the BS/MD program. Applicants will complete an online BS/MD program application and submit all supporting materials required. After a preliminary screening of the applicants, additional information may be requested. The MUJCESOM Admissions Executive Committee and/or their designees will evaluate all applicants and determine finalists for the interviewing process. The evaluation will include the selection of students that exhibit maturity, stability, compassion, service, and a record of academic excellence. Those selected as finalists will be interviewed by MUJCESOM Admissions Committee members, and others as directed by the Committee. The full MUJCESOM Admissions Committee will be responsible for the final decision for those accepted into the BS/MD program.

Application Process

- a. Students must apply and be accepted into the undergraduate program at Marshall University prior to applying to the BS/MD Program. Provisional Admission is acceptable pending admission requirements have been met and all required materials have been received. Students will be required to pay the Marshall University application fee. Students must choose an undergraduate major in Biological Science, Molecular or Cell Biology.
- b. Students must complete the BS/MD application online, and submit supporting materials. BS/MD application will be available online on or around July 1, and completed applications must be received no later than a date to be determined and announced to the applicants at the time the application opens. Students should make every effort to have all requirements for the application including recommendation letters and transcripts received by the MUJCESOM Admissions Office by the deadline. In the event the student is experiencing delays in the

submission of transcripts and/or recommendation letters through no fault of their own, he or she must notify the MUJCESOM Admissions Office of the delay prior to the deadline. An incomplete application package could negatively impact the selection process.

- c. Application package must include:
 - Online application form including personal statement/essay (limit to 500 words)
 - Official high school transcripts
 - ACT or SAT score (must include composite score and the individual math score)
 - Three letters of reference/recommendation, at least two of which must be from high school teachers who have had the applicant in class and are familiar with the applicant's academic performance.
- d. Applications will be reviewed by the MUJCESOM Admissions Executive Committee and/or their designees, and all applicants will be sent notification in writing whether they have been selected for an interview.
- e. Finalists will be required to participate in on-campus interviews. Families are invited and encouraged to accompany finalists, and participate in selected activities over the course of the interview process. The purpose of the interview is to assess motivation, personal characteristics and enthusiasm for medicine. In addition, the applicant has a chance to become acquainted with the campus in a general way, and at the same time provide the MUJCESOM Admissions Committee better insight into his/her personal interests and attitudes
- f. The MUJCESOM Admissions Committee is committed to a Holistic Review Process in the selection of our applicants. The evaluation will include the selection of students that exhibit maturity, stability, compassion, service, and a record of academic excellence. Applicants must exhibit excellence in character, motivation and ideals and should possess the many personal qualities essential for a career in medicine. Equally important and to add value to our learning environment is the infusion of students, from a variety of cultural, ethnic and diverse life experiences to insure that our students are prepared for life and practice in an expanded environment. It is the guiding principle of the School to treat all members of the community with respect, to provide a bias- neutral environment conducive to learning and working, and to ensure equal access to rights, privileges, and opportunities without regard to race, color, gender, gender orientation, sexual orientation, religion, age, disability, pregnancy, national or ethnic origin, political beliefs, or veteran status. The School believes differences should not just be tolerated, but celebrated, and those differences result in added value to the educational process.
- g. The MUJCESOM Admissions Committee by final vote will select the applicants who will

be accepted into the program.

- h. Applicants who are interviewed will be notified of their status by the MUJCESOM Office of Admissions. Selected applicants will be provided information explaining and specifying the mechanism for executing and confirming intent to enter the BS/MD Program at Marshall University and the Joan C. Edwards School of Medicine. Students must notify MUJCESOM Office of Admissions of their acceptance in writing within two calendar weeks from notification receipt or an alternate date as designated by the Office of Admissions.
- i. An applicant's application can be "recalled" for a second or additional review due to receipt of additional information and/or at the request of any member of the MUJCESOM Admissions Committee. A request that an applicant be re-interviewed must receive a majority consensus of the MUJCESOM Admissions Committee members attending that meeting. This request would be considered only if the member could provide specific cause for such action.

Tuition and Fees:

Students are responsible for payment of all tuition and fees for the undergraduate portion of the BS/MD program. Both need-based and merit-based financial assistance programs are available to undergraduate students. Students who wish to receive scholarships, need-based financial aid, and/or student loans must submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st of each year. All BS/MD students are expected to aggressively apply for all scholarships for which they are qualified; the Financial Aid Office at Marshall University will work closely with successful applicants to the program. Once students successfully complete all requirements to matriculate into the medical school, a tuition waiver will be provided for the four years of medical school. In the event that the student does not complete the MD degree in four years, they will be required to pay for any additional coursework. <http://www.marshall.edu/sfa/>

Confidentiality

- a. All functions of the MUJCESOM Admissions Committee are held in strictest confidence to the extent allowed and/or required by law, including but not limited to, the Family Educational Rights and Privacy Act (FERPA) guidelines. Information gathered and/or discussed during the selection process shall only be disseminated to those individuals with a need to know, so as to insure a lawful and effective selection process.
- b. All recorded data of the MUJCESOM Admissions Committee is secured by the Office of Admissions at the Joan C. Edwards School of Medicine.

Nondiscrimination

There is no discrimination because of race, color, gender, gender orientation, sexual orientation, religion, age, disability, pregnancy, national or ethnic origin, political beliefs or veteran status.

Technical Standards

These technical standards for admission are set forth by the MUJCESOM to establish the expectations and requisite abilities considered essential for students admitted to its educational and training programs to achieve the levels of competency stipulated by MUJCESOM, its accrediting agency (the Liaison Committee on Medical Education of the Association of American Medical Colleges and the American Medical Association), and the Higher Education Policy Commission of the State of West Virginia. A practicing physician must possess the physical, mental, behavioral and social competencies to function in a variety of clinical situations and to render a broad spectrum of patient care in multiple and varied settings. Students accepted into the BS/MD program must be able to perform the academic and clinical competencies to meet the full requirements of the school's curriculum, with or without reasonable accommodation.

Accepted students with disabilities which may compromise their educational process, the educational process of classmates or the practice of medicine may be required to undergo appropriate evaluation to assess their ability to meet the school's technical standards and/or continue in the program. The academic and clinical competencies of the school's curriculum include the capacity to observe, communicate and demonstrate sufficient motor ability to perform physical examinations and basic laboratory and diagnostic procedures. Students must demonstrate emotional stability, exercise sound judgment, work effectively in stressful situations, and have the intellectual ability to synthesize data and solve problems. Applicants for admission to BS/MD Program who are invited for an on campus interview are required to certify that they have read the technical standards and understand they are required to meet these standards, with or without reasonable accommodation. Reasonable accommodations can be made for accepted students with appropriately documented disabilities. An accommodation is not reasonable if it poses a direct threat to the health or safety of self and/or others, if making it requires a substantial modification in an essential element of the curriculum, if it lowers academic standards or poses an undue administrative or financial burden for the School of Medicine. Except in rare circumstances, the use by the candidate of a third party (e.g., an intermediary) to perform any of the functions described in the Technical Standards set forth would constitute an unacceptable modification. A BS/MD student who has met all the requirements to matriculate into the medical school and who has a disability and needs accommodations must initiate discussions with the MUJCESOM Assistant Dean of Student Affairs as soon as the final evaluation prior to matriculation is complete. It is the responsibility of the BS/MD student to provide current information documenting the general nature and extent of his/her disability and the functional limitations proposed to be accommodated. The student must recertify that he/she is able to meet the technical standards with their specific accommodations. The School of Medicine reserves the right to request new or additional information.

Committee Procedures

In reviewing BS/MD applicants, the MUJCESOM Admissions Committee will follow the procedures as set out in this document. It should be noted that in some cases, circumstances will require that actions outside the procedures outlined herein must be taken in order to insure a balanced and appropriate review. In those cases an agreement by the majority of Committee members attending that meeting may alter the procedures set out herein so as to insure a fair and balanced process, acting within the parameters required by federal and state non-discrimination laws and guidelines as set forth by the Liaison Committee on Medical Education. A change to procedures as described above shall be recorded in the documentation for that meeting.

Notification of Applicants

Applicants are notified in writing as soon as possible as to their selection status once a final decision has been made. Applicants are advised if they have been selected, rejected, or placed on the wait list. Any individual relinquishing his/ her place as an acceptee may be replaced an applicant on the wait list. The wait list is not ranked. The Executive Committee has the formal authority from the Admissions Committee to move applicants from the wait list to the accepted list using the following criteria: Underrepresented minorities in medicine, applicants from rural communities, applicants who have had experiences or indicate an interest in serving in a rural community.

Applicants who are interviewed will be notified of their status by the MUJCESOM Office of Admissions. Selected applicants will be provided information explaining and specifying the mechanism for executing and confirming intent to enter the BS/MD Program at Marshall University and the Joan C. Edwards School of Medicine. Students must notify MUJCESOM Office of Admissions of their acceptance within two calendar weeks from notification receipt or an alternate date as determined by the Office of Admissions.

Continuing Program requirements during undergraduate studies

A Steering Committee, comprised of faculty and staff representatives from both undergraduate and the medical school, will be responsible for providing program guidance, oversight and ongoing evaluation of undergraduate student progress. The Steering Committee has the authority to bring a student from the BS/MD program forward to the MUJCESOM Admissions Committee for failure to meet or non-compliance with program requirements. The Steering Committee will meet as needed. Students must maintain certain established requirements during their program:

- Students must achieve an overall cumulative college GPA 3.50 by the end of the three years of the undergraduate portion of the program
- Must successfully complete at least 26 credit hours per year during undergraduate years.
- Students must remain a student in good academic and institutional standing at Marshall

University throughout the program.

- Students must continue to follow established curricular track for the BS/MD program and maintain ongoing contact with their undergraduate premedical advisor and the BS/MD coordinator. Students are required to know and track their degree requirements for graduation or for entrance to a professional school. Course offerings and course attributes are subject to change each semester. Students must consult each semester's schedule of courses for availability and attributes
- Students must participate in at least 85% of the enrichment programs offered during the three years of the undergraduate program (or be excused from participation due to extenuating circumstances in the judgment of the Program Director)
- Student must not be convicted of a felony during undergraduate years. Any felonies, misdemeanors or university disciplinary action received by the student while at Marshall University must be immediately reported by the student to the program coordinator who will present it to the Steering Committee. The Steering Committee will review all documentation and may recommend disciplinary action to the MUJCESOM Admissions Committee. Disciplinary action may jeopardize the student's continuing involvement in the program.
- Students will be evaluated after every semester by the Program Director and academic advisors to ensure they are participating in, and are making academic progress towards, program requirements. Formal evaluation of student progress will occur at the end of each academic year. Should the student not be meeting the continuing requirements of the BS/MD Program, the student may be dismissed from the program. However, any actions by a student in the BS/MD program that could result in either dismissal from the university or a degree program will be governed by Marshall University policies regarding dismissal and appeal for the applicable college in which they are enrolled. Students who withdraw from Marshall University during the course of the undergraduate portion of the program will be terminated from the BS/MD program, unless an exception is granted by the MUJCESOM Admissions Committee for extenuating circumstances such as serious illness. The student must state in writing his or her intention to return to the program within one calendar year from the date of withdrawal from the University. NOTE – A student may be dismissed from the BS/MD program at any time during their undergraduate program for significant unexcused noncompliance with the continuing requirements. The MUJCESOM Admissions Committee shall decide upon these issues on a case- by-case basis. Should a student receive an unfavorable decision from the MUJCESOM Admissions Committee which would result in dismissal from the BS/MD program, the student may file a written appeal within thirty calendar days of notification of the decision with the Appeal Committee. The committee shall render a written decision on the appeal within thirty

calendar days from the date of receipt of the appeal and this decision shall be final. The Appeal Committee will consist of two members of the MUJCESOM Admissions Committee, two representatives from the College of Science, and an undergraduate student selected by the Office of Student Advocacy and Parent Programs. Marshall University General Counsel's office will be present during the review of the materials to provide consultation. The Appeal Committee will be responsible for reviewing all relevant materials related to unexcused noncompliance with the continuing requirements.

Medical School Matriculation Requirements:

- All required prerequisites must be completed at Marshall University and must be passed with a grade of "C" or better by June 1st of the year of matriculation. The level of these required courses should be equal to courses for those majoring in these respective fields. If Advanced Placement or College Level Examination Program credits or accepted credits from another accredited institution are on the college transcript, these may be accepted as a fulfillment of a prerequisite providing that there is evidence of proficiency in the subject: examples of proficiency may be successful completion of a more advanced course in that field.
- Students must have completed required premedical courses and be in good academic and institutional standing (Students must achieve an overall cumulative college GPA 3.50 by the end of the three years of the undergraduate portion of the program.)
- Those students successfully completing the undergraduate portion of the BS/MD program are not required to take the Medical College Admissions Test (MCAT) to matriculate into the Medical School.
- Students must submit required information through the American Medical College Application Service (AMCAS) between June 1st and August 30th after the second year of their undergraduate program for admission and entry to the medical school during the fall immediately after they complete the third year of their undergraduate program. Deferral of entry into medical school is not permitted in this program. <https://students-residents.aamc.org/applying-medical-school/applying-medical-school-process/applying-medical-school-amcas/>
- Students must have satisfactorily completed an AMCAS initiated Criminal Background Check (CBC) prior to matriculation. <https://students-residents.aamc.org/applying-medical-school/article/criminal-background-check-service/>

Additional Information

Students are encouraged to familiarize themselves with all applicable undergraduate and medical school policies of Marshall University and the Joan C. Edwards School of Medicine.

Marshall University Student Policies: <https://www.marshall.edu/board/board-of-governors-policies/>

MUJCESOM Student Policies: <http://jcesom.marshall.edu/students/policies>

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