

## **Marshall University and Marshall University Joan C. Edwards School of Medicine MD Early Assurance Procedural Document**

### **Overview of the Program**

The MD Early Assurance Program at Marshall University and the Marshall University Joan C. Edwards School of Medicine (MUJCESOM) is a program with the goal of preparing undergraduate students for success in the MD program. The Program will admit applicants who are Marshall University students, both in-state and out-of-state, who are capable, qualified, and motivated to succeed in basic science and clinical studies and who upon graduation possess a high probability of meeting the health care needs of our state and region. The requirements for eligibility to apply to the program are listed herein. Equally important and to add value to our learning environment is the infusion of students from a variety of cultural and ethnic backgrounds to insure that our students are prepared for life and practice in an expanded environment. Therefore, qualified students from groups currently underrepresented in medicine, other minority students, females and students from rural or underserved areas are especially encouraged to apply.

There will be a varying number of students accepted into the MD Early Assurance Program each year based on funding and number of qualified applicants.

The Medical College Admissions Test (MCAT) is not required for those students successfully completing the undergraduate portion of the MD Early Assurance Program. Students successfully meeting all requirements of the MD Early Assurance Program will be accepted into the Marshall University Joan C. Edwards School of Medicine upon completion of matriculation requirements.

### **Applicant Requirements**

Applicants must be a United States citizen or have a permanent resident visa, and currently enrolled in Marshall University.

Applicants must have successfully completed two years of full-time study at Marshall University at the time of application, and be currently enrolled as a degree-seeking student. Those with advanced standing due to Advanced Placement (AP)/dual credits are also eligible to apply.

Applicants must have completed the following MD prerequisites: one year each of general biology or zoology, general chemistry and organic chemistry, and all associated labs at the time of entry into the program. Online courses are not accepted for science prerequisites. \* See

*Addendum for Admissions Procedures (<https://jcesom.marshall.edu/media/59306/addendum-to-policy-and-procedural-documents-admission-cycle-2021-effective-10272020.pdf> )*

All remaining prerequisites for the MD program taken after acceptance into the MD Early Assurance Program must be completed at Marshall University and must be passed with a grade of "C" or better by June 15th of the year of matriculation. The level of these required courses should be equal to courses for those majoring in these respective fields.

Applicants must have a minimum 3.5 cumulative combined GPA in Biology, Chemistry, Physics and Math (BCPM) and 3.5 overall cumulative undergraduate GPA at the conclusion of the spring semester of their application year. Student transcripts will be obtained from Marshall University's internal data system.

Applicants must have a minimum composite ACT of 24 or composite SAT of 1160. Student scores will be obtained from Marshall University's internal data system.

A situational judgment test is required. The assessment platform will be determined by the MUJCESOM. The score will need to be released to the MUJCESOM before the application deadline.

Four letters of recommendation must be submitted by the writer prior to the established deadline. Letters must include two college academic letters (at least one from science faculty), a letter from an employer or volunteer supervisor, and one from a professional in the community.

The applicant must participate in an interview process as directed by the Program Director.

All applicants must meet the Technical Standards for the MD program. (See below for list of Technical Standards.)

### **Application Process**

Students must submit their online MD Early Assurance Program application and supporting documentation by the deadline announced when the application opens. In the event the student is experiencing delays in the submission of recommendation letters through no fault of their own, the MUJCESOM Admissions Office must be notified of the delay prior to the deadline. An incomplete application package could negatively impact the selection process.

Application package must include:

- Online application form
- Four letters of recommendation as described above

- The situational judgment test score as described above
- Transcripts from all colleges/universities attended (obtained internally as described above)
- ACT or SAT score (must include composite score) (obtained internally as described above)

NOTE - Application to the MD Early Assurance Program and/or being selected to interview does not guarantee acceptance into the Program.

### **Selection Process for Interviews/Interview process**

- Applicants will complete an online MD Early Assurance Program application and submit all required supporting materials. 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 interviews using a holistic process.
- Those selected as finalists will be interviewed by MUJCESOM Admissions Committee members, and others as directed by the Committee. 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 MD Early Assurance Program.
- The interview process may be in person on campus or virtual, at the discretion of the Program Director.
- Applicants selected for interview will be provided detailed information about the interview process and any rules for the process prior to the interview.
- The purpose of the interview is to assess motivation, personal characteristics and enthusiasm for medicine. During the interview, the applicant will have time to provide additional insight into his/her/their personal interests and attitudes, and ask questions about the program and medical school.

### **Final Selection Process/Role of the Admissions Committee**

- Upon completion of the interviews, the full MUJCESOM Admissions Committee will be responsible for the final decision for those accepted into the MD Early Assurance Program.
- The MUJCESOM Admissions Committee is committed to a holistic selection process. The evaluation will include the selection of students who 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 ensure that our students are prepared for life and practice in an expanded environment. It is the guiding principle of the MUJCESOM 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 MUJCESOM believes differences should not just be tolerated, but celebrated, and those differences result in added value to the educational process.

- In reviewing MD Early Assurance Program 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 ensure 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 ensure 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**

Candidates are notified as soon as possible once a final decision has been made. If accepted, students must provide a written response to the MUJCESOM Office of Admissions within two calendar weeks of notification or by an alternate date as designated by the Office of Admissions.

Selected applicants will be provided information explaining and specifying the mechanism for executing and confirming intent to enter the MD Early Assurance Program at Marshall University and the Marshall University Joan C. Edwards School of Medicine. The selected candidates will be asked to review and affirm their understanding of the Technical Standards for the practice of medicine as described herein at the time of selection to the program.

### **Continuing Program Requirements during Undergraduate Studies**

Students must achieve an overall cumulative undergraduate GPA of 3.5 and a 3.5 BCPM GPA by the end of the undergraduate portion of the program. Students will be formally reviewed at the end of each semester to ensure the student is on track to meet the final GPA requirements.

Program participants must remain in good academic and institutional standing at Marshall University throughout the program.

During the undergraduate portion of the program, participants must successfully complete a selection of 30 credit hours of the 300-400 level courses as identified on the list of courses recommended for the MD Early Assurance Program. (view list of courses at <https://icesom.marshall.edu/admissions/md-early-assurance-program/> under the Recommended Course List for Upper Level Requirements tab)

Program participants must maintain ongoing contact with their undergraduate premedical advisor and the MD Early Assurance Program Director.

Program participants must complete shadowing and volunteering requirements for the program as well as a professionalism course as directed by the Program Director. Shadowing and volunteering/community service experiences should align with general expectations for application to medical school.

A Steering Committee, comprised of faculty and staff representatives from both undergraduate and the medical school, will be responsible for providing program guidance. The Steering Committee has the authority to bring a student from the MD Early Assurance Program forward to the MUJCESOM Admissions Committee for failure to meet, or for non-compliance with, program requirements. The Steering Committee will meet as needed.

Any felonies, misdemeanors or university disciplinary action received by the student while in the undergraduate program at Marshall University must be immediately reported by the student to the Program Director 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.

Should the program participant not meet the continuing requirements of the MD Early Assurance Program, the student may be dismissed from the program. However, any actions by a student in the MD Early Assurance 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.

Program participants who withdraw from Marshall University during the course of the undergraduate portion of the program will be terminated from the MD Early Assurance 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/her/their intention to return to the program within one calendar year from the date of withdrawal from the University.

NOTE – A program participant may be dismissed from the MD Early Assurance 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 termination from the program, the student may file a written appeal with the Appeal Committee within thirty calendar days of notification of the decision. The Appeal 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 is independent from the Steering Committee, and 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**

Students must have completed all required premedical courses and must be in good academic and institutional standing at Marshall at the time of matriculation to medical school.

Participants successfully completing the undergraduate portion of the MD Early Assurance 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 1 and November 1 of the year prior to enrollment. A supplemental application will be automatically forwarded to applicants with a verified AMCAS application. The cost of filing the AMCAS and supplemental applications will be waived. AMCAS will require official transcript(s) from all colleges attended be provided for academic record verification purposes. Students must have satisfactorily completed an AMCAS initiated Criminal Background Check prior to matriculation into medical school.

The student must recertify that he/she/they is able to meet the Technical Standards with their specific accommodations at the time of matriculation into medical school.

Deferral of entry into medical school is generally not permitted in this program. A participant in this program must matriculate into medical school at Marshall the summer immediately after their undergraduate graduation. However, at the discretion of the Steering Committee, an exception for a deferral for no more than one calendar year may be considered for serious illness or other catastrophic event.

## **Confidentiality**

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.

All recorded data of the MUJCESOM Admissions Committee is secured by the Office of Admissions at the Marshall University Joan C. Edwards School of Medicine.

## **Nondiscrimination**

Discrimination because of race, color, gender, gender orientation, sexual orientation, religion, age, disability, pregnancy, national or ethnic origin, political beliefs or veteran status is strictly prohibited at Marshall University.

## **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 MD Early Assurance 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 MD Early Assurance Program who are accepted into the MD Early Assurance Program are required to certify that they have read the Technical Standards and understand they are required to meet these standards, with or without, reasonable accommodations. 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, and/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 MD Early Assurance 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 Associate Dean of Student Affairs as soon as the final evaluation prior to matriculation is complete. It is the responsibility of the MD Early Assurance student to provide current information documenting the general nature and extent of his/her/their disability and the functional limitations proposed to be accommodated. The student must recertify that he/she/they is able to meet the Technical Standards with their specific accommodations at the time of matriculation into medical school. The School of Medicine reserves the right to request new or additional information.

#### Technical Standards

- Must be able to obtain, process, and learn information presented in classroom, laboratory, and clinical experiences, including but not limited to lecture, anatomical dissection, and simulated and real treatment situations;
- Must be able to acquire information from a variety of sources, including but not limited to texts, journals, written documentation, videotapes, films, slides, and advanced media resources;
- Must have the mental capacity to, in a timely manner, assimilate, learn, and communicate large volumes of complex, technically detailed information, to perform clinical problem-solving, and synthesize and apply concepts and information from different disciplines to formulate evaluative and therapeutic judgments;
- Must be able to measure, calculate, analyze, synthesize, and evaluate information;
- Must be able to comprehend three-dimensional relationships and understand spatial relationships of structures;
- Must be able to process information in a timely manner;
- Must be able to solve clinical problems in a timely manner;
- Must be able to observe simulated and real patients accurately close at hand and at a distance;
- Must be able to assess verbal and non-verbal communication from others;
- Must be able to demonstrate effective, efficient, and sensitive verbal, non-verbal, and written communication skills with faculty, peers, patients, and other members of the health care team from different cultural and social backgrounds;

- Must be able to consistently perform a complete history and physical exam on any patient regardless of the patient's race, religion, ethnicity, socioeconomic status, gender, age or sexual orientation;
- Must be able to tolerate long periods of sitting as well as long periods of physical activity;
- Must be able to manipulate parts of, or whole bodies of, simulated and real patients;
- Must be able to tolerate close physical contact with patients for instructional purposes while maintaining professional deportment;
- Must possess the emotional health necessary for the full use of intellectual abilities, the exercise of sound judgment, and the effective completion of all responsibilities attendant to the educational expectations, assessment and treatment of patients, and the development of mature, sensitive, and effective relationships with patients, family members, colleagues, and others;
- Must be able to endure physically and mentally stressful workloads and function effectively and professionally under stress;
- Must be able to adapt to changing environments and expectations;
- Must be able to prioritize activities effectively;
- Must possess adequate sensory function to fulfill the minimum competency objectives for auscultation, percussion, and other physical assessment and treatment procedures commonly used in the medical practice;
- Must have the capacity to learn, model and abide by the professional competencies of the profession;
- Must have the ability to record examination and diagnostic results clearly, accurately and efficiently, and communicate them effectively to the patient and colleagues.