

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

Overview

The Admissions Interview Selection Workgroup for the Marshall University Joan C. Edwards School of Medicine (MUJCESOM) will 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 Interview Selection Workgroup 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 Interview Selection Workgroup 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 Biology.
- b. Students must complete the BS/MD application online and submit supporting materials. Students must take a situational judgment test in the format as established each year for the program, and prior to the deadline as required by the program. 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 medical school 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 medical school 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 recommendation are required to be submitted by the deadline, at least two of which must be from high school teachers who have had the candidates in class and are familiar with their academic performance.
 - Students must take a situational judgment test in the format as established each year for the program, and prior to the deadline as required by the program.
- d. Applications will be reviewed by the MUJCESOM Admissions Interview Selection Workgroup, 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 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 their 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 ensure 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 medical school. 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 by the deadline specified in the notification 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 may be provided up to four years of medical school, contingent upon successful academic progress in medical school as set out in Section IX in the BS-MD policy. *(This requirement will be effective beginning with the class matriculating to medical school in 2023.)*

<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 and promotion are set forth by the Marshall University Joan C. Edwards School of Medicine (MUJCESOM) to establish the expectations and requisite abilities considered essential for students admitted to and continuing 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 Educational 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 must be able to perform the academic and clinical competencies to meet the full requirements of the school's curriculum.

Students with disabilities which may compromise their educational process and their ability to practice medicine, or which might compromise the educational process of their classmates may be required to undergo appropriate evaluation to assess their ability to meet the school's competencies and/or continue in the program.

The academic and clinical competencies of the school's curriculum include the capacity to observe and 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 MUJCESOM who are invited for an on-campus interview are required to certify on the day of their interview that they understand and can meet the Technical Standards described herein with or without reasonable accommodations. Students eligible for promotion are required to certify before the first day of the new academic year, that they understand and are able to meet the Technical Standards described herein with or without reasonable accommodations. A description of the actual disability and the need for accommodations should not be disclosed at this time.

Reasonable accommodations can be made for 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. 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 student who has a disability and needs accommodations should initiate discussions with the MUJCESOM Office of Academic Support as soon as the offer of admission is received and accepted. A student who has a disability and has been granted accommodations must renew the accommodations with the MUJCESOM Office of Academic Support prior to the start of the next academic year. It is the responsibility of the student to provide sufficiently 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.

Candidates for admission to and promotion within the Marshall University Joan C. Edwards School of Medicine must meet the following 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 responsibility's 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.

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 their place as an acceptee may be replaced by the next applicant on the wait list.

Applicants who are interviewed will be notified of their status by the MUJCESOM. 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 of their acceptance within the designated time from notification receipt or an alternate date as determined by the MUJCESOM.

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 and cumulative combined GPA in Biology, Chemistry, Physics and Math (BCPM) of 3.50 by the end of the three years of the undergraduate portion of the program. (*This BCPM portion requirement will be effective with the undergraduate class entering 2022.*)
- Must successfully maintain full time status 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 their 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 and cumulative combined GPA in Biology, Chemistry, Physics and Math (BCPM) of 3.50 by the end of the three years of the undergraduate portion of the program.) (*This BCPM portion requirement will be effective with the undergraduate class entering 2022.*)
- 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/>

Medical school tuition waiver continuing requirements (*This requirement will be effective beginning with the class matriculating to medical school in 2023*)

Tuition waiver

- The tuition waiver for the BS/MD program is expressly contingent upon successful progression through the entirety of the medical school curriculum. Any interruption in the advancement may result in the loss of all or part of the tuition waiver. Under no circumstances are the BS/MD student to receive more than four years of a tuition waiver for the medical school. In select cases, as outlined herein, a student may receive fewer than four years of tuition waiver due to inadequate academic or professional progression.

A personal leave of absence

- A personal or medical leave of absence from the MD curriculum does not impact the tuition waiver of a student as long as all of the following criteria are met:
 1. The student is in good academic standing at the time of the leave.
 2. The student is not on any professional or administrative probation.

Academic probation/suspension:

- In the event that the Academic and Professionalism Standards Committee (APSC) placed a student on probation, regardless of cause, the student is responsible for paying all tuition

and fees for the probationary period. The tuition waiver may resume for no more than total of four years if the student successfully remediates the deficiencies highlighted by the APSC. Any future failures and/or probations will result in the forfeiture of the remaining tuition waiver for the student.

Related MUJESOM Policies

- This procedure section (Medical school tuition waiver continuing requirements) shall be read and applied in concert with existing MUJESOM policies on academics, leave of absence, and professionalism. Should there be a conflict between the policies, the resolution shall be the sole responsibility of the school's Chief Academic Officer.
 - APSC Leaves and Appeal Policy - Section 2. Personal leaves of absence-students with good standing status
 - APSC Suspension, Withdrawal and Graduation Policy, Section 1. Suspension
 - Clerkship Curriculum Assessment, Grading, and Remediation Policy, Section 4. Withdrawal impact upon financial aid, 4.1 and 4.2

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/>

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

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