

## **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 backgrounds 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.

## **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 the procedures 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 of 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 students 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 a 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

### Technical Standards

All applicants must meet the Technical Standards for the MD program as listed herein at the time of acceptance to the program, upon matriculation, during M2 orientation, M3 orientation and prior to their M4 year. In addition, should a student take a leave of absence, they will be required to

reaffirm the Technical Standards upon reentry.

In accordance with section 504 of the Rehabilitative Act of 1973 (PL 93-112) and following careful review of the 1979 report by a Special Advisory panel on Technical Standards of the Association of American Medical Colleges, and incorporating the guidelines of the Americans with Disabilities Act (ADA PL 101-336) enacted by Congress in 1990, the Marshall University Joan C. Edwards School of Medicine (MUJCESOM or School of Medicine) has adopted minimal technical standards for the assessment of all Medical Degree candidates (henceforth referred to as Candidates) to the School of Medicine. A Candidate at MUJCESOM must be capable of acquiring and demonstrating all program objectives across the six core competencies, which include medical knowledge, patient care, interpersonal and communication skills, practice-based learning and improvement, professionalism, and systems-based practice with or without reasonable accommodation due to disability.

Candidates to the MUJCESOM are selected based on their academic, personal, and extracurricular dimensions. In addition, Candidates must have the intellectual, physical, and emotional capacities to meet the requirements of the school's curriculum and for a successful medical career. Essential abilities and characteristics required for the completion of any Doctor of Medicine (M.D.) degree require certain minimum physical and cognitive abilities as well as sufficient mental and emotional stability to assure that Candidates for admission, retention and graduation are able to complete the program and participate fully in all aspects of medical training.

A Candidate must have abilities and skills in observation; communication; motor; conceptual; integrative; and quantitative; and behavioral and social as outlined below.

The following abilities and characteristics are defined as Technical Standards, which are a part of the school's requirements for admission, retention, and graduation.

**A. OBSERVATION:** Candidates must be able to acquire information from demonstrations and participate in experiments of science, including but not limited to such things as dissection of cadavers; examination of specimens in anatomy, pathology, and neuroanatomy laboratories; and microscopic study of microorganisms and tissues in normal and pathologic states. Candidates must be able to accurately acquire information from patients and assess findings.

They must be able to perform a complete physical examination in order to integrate findings based on this information and to develop an appropriate diagnostic and treatment plan. These skills require the use of vision, hearing, and touch or the functional equivalent.

**B. COMMUNICATION:** Candidates must be able to communicate effectively and efficiently with patients, their families, health care personnel, colleagues, faculty, staff, and all other individuals with whom they come in contact. Candidates must be able to obtain a medical history in a timely fashion, interpret non-verbal aspects of communication, and establish therapeutic relationships with patients. Candidates must be able to record information accurately and clearly; and communicate effectively and efficiently in English with other health care professionals in a variety of patient settings.

**C. MOTOR FUNCTION:** Candidates must, after a reasonable period of training, possess the capacity to perform physical examinations and diagnostic maneuvers. They must be able to respond to clinical situations in a timely manner and provide general and emergency care. These activities require adequate physical mobility, coordination of both gross and fine motor neuromuscular



function and balance and equilibrium.

**D. INTELLECTUAL-CONCEPTUAL, INTEGRATIVE, AND QUANTITATIVE ABILITIES:**

Candidates must be able to assimilate the detailed and complex information presented in the medical student curriculum. They must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; simulations and use of computer technology. Candidates must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. They must be able to formulate and test hypotheses that enable effective and timely problem-solving in diagnosis and treatment of patients in a variety of clinical settings and health care systems.

**E. BEHAVIORAL AND SOCIAL ATTRIBUTES:** Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must accept responsibility for learning, exercising good judgment, and promptly complete all responsibilities attendant to their curriculum and to the diagnosis and care of patients. Candidates must display characteristics of integrity, honesty, attendance and conscientiousness, empathy, a sense of altruism, and a spirit of cooperation and teamwork. They must understand and demonstrate understanding of the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession. Candidates must be able to interact with patients and their families, health care personnel, colleagues, faculty, staff, and all other individuals with whom they come in contact in a courteous, professional, and respectful manner. The candidate for the MD degree must accept responsibility for learning, and exercise good judgment. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. Candidates must have the physical and emotional stamina and resilience to tolerate physically taxing workloads and function in a competent and professional manner under highly stressful situations, adapt to changing environments, display flexibility, and manage the uncertainty inherent in the care of patients and the health care system.

If a student is unable to maintain satisfactory progress due to inability to meet technical standards with or without reasonable accommodations, the candidate will be referred to Academic and Professional Standards Committee as they review the candidate's performance.

It is the responsibility of a Candidate with a disability as soon an offer of acceptance is received and accepted, to request accommodations through the MUJCESOM Office of Student Affairs in order to meet these technical standards

[https://jcesom.marshall.edu/media/62038/reasonable\\_accommodations.pdf](https://jcesom.marshall.edu/media/62038/reasonable_accommodations.pdf). Accommodations will only be applied from the effective date of approval.

Procedure:

1. MD Candidates will review and sign that they have read and understand the Technical Standards upon acceptance.
2. MD Candidates will review and sign that they have read and understood the Technical Standards

upon matriculation, M2 orientation, M3 orientation and prior to their M4 year.

3.Re-affirm the Technical Standards upon reentry to JCESOM after any leave of absence from JCESOM.

I have read and understand the above Technical Standards and certify that I am able to meet these standards either with or without reasonable accommodation.

\_\_\_\_\_  
Applicant/Student Signature

\_\_\_\_\_  
Applicant/Student Printed Name

Date \_\_\_\_\_

**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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