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 consider 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 backgrounds to ensure that our students are prepared for life and practice in an expanded environment.

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 and all of the Marshall University Joan C. Edwards School of Medicine requirements will be accepted into the Marshall University Joan C. Edwards School of Medicine upon completion of matriculation requirements and final approval of the School of Medicine Admissions Committee.

Applicant Requirements

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

Applicants must have successfully completed two years of full-time study as a degree seeking student at Marshall University at the time of interview and must be currently enrolled as a degree-seeking student. Marshall students who attempted course work as a degree seeking student at another accredited college/university after high school graduation and prior to entering Marshall University are not eligible for this program.

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. If AP or College Level Examination Program (CLEP) credits 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. The decision about the sufficiency of prerequisites for application eligibility rests with the medical school Interview Selection Workgroup and is final. * 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 from a test taken in high school. Student scores will be obtained from Marshall University’s internal data system. This program does not accept Superscores. Composite score must be from one test date.

Four letters of recommendation must be submitted by the writer prior to the established deadline. Letters must include two college academic letters from professors who have taught the applicant, a letter from an employer or volunteer supervisor, and one from a community member who has known the applicant for an extended period of time.

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 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.

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
• 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 Interview Selection Workgroup 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 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 the procedures 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 by the date 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.

Participants must successfully complete a selection of 30 credit hours from the recommended course list of 300-400 level science courses after they are accepted into the MDEA program (view list of courses at [https://jcesom.marshall.edu/admissions/md-early-assurance-program/](https://jcesom.marshall.edu/admissions/md-early-assurance-program/) under the Recommended Course List for Upper Level Requirements tab). Courses from the recommended course list that are taken prior to acceptance into the MDEA program will not be counted towards the 30-hour
requirement for this program. The student must work with the premed advisor for the MDEA program to determine which advanced science courses will fulfill the 30-hour requirement for the program. Courses not included on the recommended list must be approved in advance by the MD Early Assurance Program academic advisor.

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.

Participants must meet all admissions requirements established by the medical school in accordance with the MD Early Assurance Program.

Participants will be expected to remain in the undergraduate portion of the MD Early Assurance Program for the two academic years immediately following acceptance into the program in order to complete all advanced required coursework, volunteering, shadowing and professionalism requirements prior to matriculation into 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**

Prerequisites for medical school that are completed after admission 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. Students must have successfully 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.

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

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 ensure 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 for Admission, Retention, and Graduation

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 ________________________________


*The MD EAP Procedural document was reviewed and revised on July 21st, 2023.*