

# **Marshall University Joan C. Edwards School of Medicine**

## **MD Admission Policy**

### **I. Introduction**

The Marshall University Joan C. Edwards School of Medicine (MUJCESOM) is a community-based, Veterans Affairs affiliated medical school dedicated to providing high quality medical education and postgraduate training programs to foster a skilled physician workforce to meet the unique healthcare needs of West Virginia and Central Appalachia. The School of Medicine will admit capable, qualified, and properly motivated applicants who upon graduation possess a high probability of meeting the health care needs of our state and region. 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.

### **II. MD Applicant Requirements**

Marshall selects students from a variety of academic, socioeconomic, and personal backgrounds. Although most applicants are science majors, Marshall encourages its applicants to pursue their personal educational interests and abilities. Once the basic sciences requirements are met, Marshall welcomes majors from a variety of academic pursuits. The Admissions Committee considers the quality of the work more important than the field in which it is taken. Recruitment pipeline and outreach programs are in place that will introduce our medical school to qualified students from rural communities, students who are first generation college graduates, women, and students who have little or no family financial support. 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, sexual orientation, religion, age, 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.

As a state assisted medical school, MUJCESOM gives admissions preference to West Virginia residents. Bordering state residents (Kentucky, Maryland, Ohio, Pennsylvania, and Virginia) will be strongly considered. Applicants are considered only if they are U.S. citizens or have permanent resident visas.

- A. Entrants should have a bachelor's degree from an accredited college or university. Exceptionally well-qualified students may be considered after ninety semester hours of academic work if other requirements are met.
- B. All [required prerequisites](#) must be completed at an accredited college or university in the U.S. or Canada and must be passed with a grade of "C" or better by June 15 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 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 or a strong Medical College Admission Test (MCAT) score.

- C. Applicants are required to take the MCAT within three calendar years of enrollment unless they meet the requirements for exclusion. Applicants from the [Early Assurance](#) and [BS/MD](#) programs who meet program specific criteria are exempt from the MCAT requirement.
- D. Applicants must exhibit attributes that the medical school considers pertinent to the admissions decision. Applicants are evaluated based on four criteria: scholastic records, MCAT scores, academic references, and interviews. Embedded within these criteria is the consideration of personal characteristics, which include communication skills, work ethic, community service, honesty/ethics, and resilience. Additional attributes assessed include leadership and teamwork.

### **III. Residency Status**

Qualified applicants can apply regardless of their state of legal residence. All applicants must be US citizens or have permanent resident visas.

### **IV. Advanced Standing Transfer Admissions**

MUJCESOM considers application for advanced standing transfer admissions under very limited situations. (<http://jcesom.marshall.edu/media/53892/transfer-student-policy.pdf>)

### **V. The MD Application Process**

- A. The first step in the formal application process is submitting an on-line application with AMCAS, the American Medical College Application Service, which allows students to apply to any participating medical school with only one application and set of transcripts. Transcripts should be sent to AMCAS as directed. Applications for admission are accepted by AMCAS from June 1 to November 1 of the year prior to enrollment. Since Marshall has a rolling admissions process, it is extremely important that applicants submit their application and supplemental materials as quickly as possible to enhance their chances of being accepted.
- B. Supplemental application will be automatically forwarded to applicants with a verified AMCAS application who are residents of West Virginia and applicants who are residents of bordering states (Kentucky, Ohio, Virginia, Pennsylvania and Maryland). After review, Nonresident applicants from non-bordering states who have competitive applications will be forwarded a supplemental application. For applicants applying to the combined MD/PhD program, the supplemental application will be sent regardless of state of residency if the program eligibility requirements are met. There is a nonrefundable supplemental application fee of \$75 for West Virginia residents and \$100 for nonresidents. If the applicant has received a fee waiver from AMCAS, there will be no fee for application

to Marshall. Supplemental application materials must be submitted no later than December 15.

- C. After admissions staff ascertains if the application is complete. Applicants that meet qualifications as set out in the admissions policy are reviewed and selected for interview.
- D. Applicants that meet minimum qualifications are forwarded to the Interview Selection Workgroup for their review and selection for interview. The Interview Selection Workgroup will then forward recommendations for interview to admissions staff for interview scheduling. For MD/PhD applicants, The MD/PhD Application Screening Workgroup will verify that minimum qualifications are met for all MD/PhD applications received from the admissions office after MD qualifications have been verified. This workgroup will then forward their recommendations for interview to the Biomedical Research Graduate program staff to schedule interviewing. All decisions made by the workgroup (decline interview / offer interview), will simultaneously be forwarded to Medical School admissions' staff.

## **VI. Admissions Committee Review and Selection Process**

The Admissions Committee is committed to a holistic review process in the selection of our applicants. Selection is based on the consensus of the Admissions Committee and the evaluation of the following items:

- A. Scholastic accomplishment – MCAT scores and grade point average (GPA) are evaluated as primary elements of the academic record. In addition, scholastic performance in graduate studies and other professional courses is also considered.
- B. Letters of evaluation/recommendation - Three letters of recommendation or a composite premedical advisory committee letter are required. Letters of recommendation should be written by individuals who can speak to the applicant's qualifications for entering the field of medicine.
- C. Interview - The interview's purpose is to assess motivation, personal characteristics, and enthusiasm for medicine. In addition, the applicant has a chance to become acquainted with the medical campus in a general way, and at the same time provide the Admissions Committee with better insight into their personal interests and attitudes. Equally important and to add value to our learning environment is the infusion of students from a variety of backgrounds to ensure our students are prepared for life and practice in an expanded environment.
- D. Embedded within the selection process is the consideration of personal characteristics that are pertinent to the admissions decision. These characteristics include communication skills, work ethic, community service, honesty/ethics, and resilience. Additional attributes assessed include leadership and teamwork.

- E. MD Applicants selected for interviews meet with two members of the Admissions Committee for separate conversations. Interviews shall be conducted according to the Admissions Procedural Document process. MD/PhD interview process may have a slightly different format.
- F. Following the interview, the application is reviewed by the Admissions Committee and decisions about applications are made by the Admissions Committee, pursuant to procedures as listed in the Admissions Procedural Document.

## **VII. Notification of Applicants**

Applicants are notified in writing as soon as possible as to their admissions status once a final decision has been made. Waitlist applicants are encouraged to provide updated grades and information.

## **VIII. Statement of Confidentiality**

All functions of the Admissions Committee are to be held in confidence by members of the Admissions Committee, per the Family Educational Rights and Privacy Act (FERPA) guidelines. Information gathered and/or discussed during the admissions process shall only be disseminated to those individuals with a need to know to ensure a lawful and effective admissions process.

*The Admissions Policy was reviewed and approved by the Executive Committee of the Admissions Committee on March 8, 2012. The Policy was forwarded to the Admissions Committee, reviewed, and approved on March 19, 2012. The Policy was approved by the Faculty on April 4, 2012. November 6, 2012, Policy revised and voted on by Admissions Committee to include new required courses. Policy was reviewed, revised, and approved, September 7, 2017. The policy was reviewed and updated on December 7, 2018. The Admissions Committee reviewed and approved updates on March 16, 2021. The Admissions Policy was revised and approved by the Admissions Committee on January 18, 2023. The Admissions Policy was revised and finalized July 21, 2023. The Admissions Policy was revised and approved by the Admissions Committee on January 16, 2024. The Admissions Policy was revised and finalized February 28, 2024.*