



Marshall University Joan C. Edwards School of Medicine (MUJCESOM)

MD Admissions Policy and Procedural Document

I. MISSION STATEMENT

The Marshall University Joan C. Edwards School of Medicine 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.

II. STRUCTURE OF ADMISSIONS COMMITTEE

A. GOVERNANCE

The governance of the Admissions Committee consists of the Chair, Vice Chair and the Executive Committee. The Dean appoints the Chair and Vice Chair of the Admissions Committee. The Chair is a non-voting member. The Executive Committee of the Admissions Committee includes the Chair, Vice Chair, and all Assistant, Associate, and Vice Deans who serve on the Admissions Committee.

The Executive Committee is responsible for reviewing recommendations for new membership to the Admissions Committee and the Interview Selection Workgroup, among other duties. The Executive Committee is also responsible for designating ad hoc work groups to evaluate and study admissions-related issues. The final approval of new members to the Admissions Committee is made by the Faculty Council of the Medical School.

B. MEMBERSHIP

The Admissions Committee may be composed of full-time basic science and clinical faculty, community physicians, medical students, medical residents, medical school administrators, undergraduate faculty members from the main Marshall University campus and community representatives. The Admissions Committee is an independent body and acts free of external influence. The duties of this committee are to develop and recommend criteria for the admissibility of applicants, determining methods and procedures for evaluating applicants, and selecting those to be accepted. The authority for the final decision on applicants to the medical school, to include traditional applicants, applicants to a combined program such as the MD/PhD program, and the accelerated BS/MD and Early Assurance programs, rests with the full Admissions Committee.

New Members - With the exception of medical student members, recommendations for new members are made by current and former members of the Admissions Committee, and from departmental chairs. The Executive Committee reviews all recommendations and talks with the suggested members to discern interest and availability to interview and attend meetings. The available vacancies are filled by a simple majority vote of the Executive Committee using a comprehensive approach to determine the best members for the Admissions Committee, including considerations of judgment, clinical and administrative experience and willingness and availability to serve. Final approval of new members is granted by the Faculty Council of the Medical School. As a matter of standard practice, the Executive Committee ensures faculty representation of at least fifty-one percent on the Admissions Committee. Each new member is asked to serve for a three-year term, although members may remain on the Admissions Committee for multiple terms at the discretion of the Chair.

Medical Student membership will include up to four medical students. Each year, two third-year medical students will be elected by their class after successful promotion to third year for a total of four elected medical students. Medical student members will be expected to serve until graduation unless otherwise determined by the Chair.

C. SUBCOMMITTEES

Executive Committee - The Executive Committee is responsible for forming a variety of ad hoc workgroups to study and analyze the admissions process and related issues from time to time as circumstances warrant. The members of these workgroups shall be determined by simple majority vote of the Executive Committee and shall be dissolved upon completion of the task assigned. The Executive Committee has formally delegated authority from the Admissions Committee to move applicants from the waitlist to the accepted list.

D. STANDING WORKGROUPS

1. Interview Selection Workgroup - A standing workgroup titled the Interview Selection Workgroup is a workgroup of the Admission Committee with a specific charge as delineated herein.

- a. Charge - Applicants who meet our minimum requirements ([Admissions Criteria](#)) will be forwarded to the Interview Selection Workgroup for review and interview consideration. The Interview Selection Workgroup will then forward recommendations for applicants to be interviewed directly to the admissions staff for interview scheduling.
- b. Membership - The meeting will be facilitated by the Admissions Committee Chair or their designee. The Interview Selection Workgroup shall be composed of representatives from the Basic Sciences Department, the Executive Committee, and clinical faculty. The members of this work group shall be determined by a simple majority vote of the Executive Committee. Interview Selection Workgroup members serve at the will and pleasure of the Chair, with no defined term limits. Interview Selection Workgroup members shall undergo training along with the rest of the Admissions Committee to ensure compliance with all applicable laws, regulations and policies surrounding the admissions process and the concept of the comprehensive admissions approach as well as the use of personal characteristics for effective decision-making.

2. MD/PhD Application Screening Workgroup – This is a standing workgroup of the Admissions Committee with a specific charge as delineated herein.

- a. Charge - The MD/PhD Application Screening Workgroup is responsible for verifying 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 interview recommendations to the Biomedical Research Graduate Program staff for scheduling interviews.
- b. Membership - The MD/PhD Application Screening Workgroup consists of a chair, who is appointed by the Associate Dean for Health Sciences Graduate Programs. Members consist of representatives from both Basic Science and Clinical Faculty. The Application Screening Workgroup must include at least two current members of the Medical School Admissions Committee. Members are selected based on their experience in either graduate or medical school interviewing, serve at the will and pleasure of the Chair.

III. ADMISSIONS COMMITTEE STANDARDS

A. NONDISCRIMINATION

There is no discrimination because of race, color, gender, sexual orientation, religion, age, disability, pregnancy, national or ethnic origin, political beliefs or veteran status.

B. CONFIDENTIALITY

All functions of the Admissions Committee are to be held in confidence by its 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 Director of Enrollment Management secures all recorded data of the Admissions Committee.

C. CONFLICT OF INTEREST

Faculty, staff, students and community members are expected to uphold the highest

standards of professional integrity. To that end, the Admissions Committee members are annually required to sign the Conflict-of Interest policy.

(<https://jcesom.marshall.edu/media/57552/coi-policy.pdf>)

IV. APPLICANT REQUIREMENTS

A. RESIDENCY

All applicants to the Marshall University Joan C. Edwards School of Medicine must be U.S. citizens or have permanent resident visas. Qualified applicants can apply regardless of their state of legal residence. As a state assisted medical school, MUJCESOM gives preference to West Virginia residents.

B. APPLICANTS WITH PRIOR ENROLLMENT AT ANOTHER MEDICAL SCHOOL

Applicants previously enrolled at another medical school must reveal that enrollment as part of their AMCAS application. Once the AMCAS application is in a verified status and reviewed by Admissions personnel, the applicant must provide a transcript of courses and grades received at the previous medical school, as well as a statement giving the reasons for not completing the curriculum there. A letter of evaluation from the administration of the prior school supporting the applicant's reasons for not completing the curriculum and stating that the student would be eligible to return to that school must be received prior to consideration of the application.

Consideration of such an applicant is limited to those with compelling circumstances both for not completing the prior medical school and for desiring to enter the JCESOM. Admission with advanced standing would not be considered in such a case.

C. PREREQUISITES

All applicants should have a bachelor's degree from an accredited college or university. Exceptionally well-qualified students with a minimum of ninety credit hours of academic work may be considered if other requirements are met. Minimum course requirements are:

PREREQUISITES FOR 2025 ADMISSIONS CYCLE:

REQUIRED COURSES	SEMESTER HOURS
GENERAL BIOLOGY OR ZOOLOGY WITH LAB	8
GENERAL CHEMISTRY WITH LAB	8
ORGANIC CHEMISTRY WITH LAB	8
BIOCHEMISTRY	3
PHYSICS WITH LAB	8
STATISTICS OR BIostatISTICS	3
ENGLISH	6
SOCIAL OR BEHAVIORAL SCIENCE	6

HIGHLY RECOMMENDED COURSES:

CELLULAR AND MOLECULAR BIOLOGY
IMMUNOLOGY
ANY COURSE IN PHYSIOLOGY OR ANATOMY (300 LEVEL & ABOVE)

All 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 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. With the exception of 2020-2021 and 2021-2022 academic years, online courses may not be used to fulfill science prerequisites.

D. MEDICAL COLLEGE ADMISSIONS TEST (MCAT)

The MCAT is required and used along with other data to predict success in preclinical course work. The MCAT must be taken within three calendar years prior to matriculation. Applicants are encouraged to review the current requirements ([Admissions Criteria](#)) to determine

competitiveness for acceptance. Applicants from the BS/MD and Early Assurance programs who meet program-specific criteria are exempt from the MCAT requirement.

E. LETTERS OF 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.

V. APPLICATION PROCESS

A. AMCAS APPLICATION

The first step in the formal application process is submitting an online application through AMCAS—the American Medical College Application Service. AMCAS allows students to apply to any participating medical school using a single application and set of transcripts. Transcripts should be sent to AMCAS as directed in their instructions. Applications for admission are accepted by AMCAS from June 1 to November 1 of the year prior to intended enrollment. Since Marshall University Joan C. Edwards School of Medicine uses a rolling admissions process, it is extremely important that applicants submit their AMCAS application and all supplemental materials as early as possible to enhance their chances of acceptance.

B. SUPPLEMENTAL APPLICATION

An invitation to complete a supplemental application will be extended via the WebAdMIT gateway to applicants with a verified AMCAS application who meet our admissions requirements ([Admissions Criteria](#)). There is a non-refundable supplemental application fee of \$75.00 for West Virginia residents and \$100.00 for nonresidents. If the applicant has received a fee waiver from AMCAS, the supplemental application fee to Marshall is also waived. Supplemental application materials must be submitted by December 15 of the year prior to enrollment.

VI. INTERVIEW SELECTION AND PROCESS

- A. After admissions staff ascertains that the MD application is complete, applicants are reviewed for interview selection.
- B. Selected applicants will be invited to participate in two interviews with members of the Admissions Committee.
- C. Interviews are conducted virtually and are arranged by invitation only. Interviews are semi-structured and scored. The purpose of the interview is to evaluate the applicant's motivation, personal characteristics, and enthusiasm for medicine. Additionally, the interview provides an opportunity for applicants to gain a general understanding of the medical campus and allows the Admissions Committee to gain deeper insights into their personal interests and attitudes. The interview also allows applicants to become generally acquainted with the medical school while giving the interviewers better insight into his/her personal interests and attitudes.
- D. After the interviews, each interviewer will submit an online interview assessment and score to the Office of Admissions to be presented and discussed at the next available Admissions Committee meeting.
- E. The interview assessment and score are kept in the applicant's file until a final decision is rendered.
- F. Applicants have the right to request an additional interview if they believe one of their interviewers demonstrated a conflict of interest or perceived bias. The additional interview may be conducted on the same day as the two primary interviews or at a later date, based on the applicant's preference.
- G. Interviews for the MD/PhD program may follow a slightly different format and will include interviews specific to the PhD portion of the program. Applicants will undergo a series of interview questions specific to the clinician scientist training portion of the program, focusing on research experience and other qualifications. As with all applicants,

final approval of the selection for the MD/PhD program rests with the Admissions Committee.

NOTE – Applicants in Marshall's Early Assurance Program may follow a slightly different format specific to the Early Assurance policies and procedures.

VII. MD ADMISSIONS COMMITTEE PROCESS OUTLINE

It is in the best interests of both the Joan C. Edwards School of Medicine and the applicants that each candidate selected for an interview is carefully and thoroughly considered. To that end, the Admissions Committee has adopted the following process. As an independent committee, the mechanisms, practices, procedures, and guidelines for the functioning of the Admissions Committee are set by the majority vote of the Committee. Note that, in some cases, circumstances will require actions outside the procedures outlined herein to ensure a balanced and appropriate review. In those cases, an agreement by the majority vote of Committee members attending that meeting may alter the procedures set out herein to ensure a fair and balanced process, acting within the parameters required by federal and state non-discrimination laws and guidelines set forth by the Liaison Committee on Medical Education. Any changes to the procedures described above shall be recorded in the meeting minutes.

- A. A quorum of the Admissions Committee is defined as the majority of admissions committee membership present of which at least fifty-one percent must be faculty members.
- B. Committee meetings are typically held on a Tuesday evening from September through March.
- C. All recorded data of the Admissions Committee is secured by the Director of Enrollment Management and retained following AAMC Records Guidelines.
- D. At each meeting interviewers will present their candidates to the committee. During each presentation, the entire file is available to all committee members. Following the presentation and discussion of each candidate, the committee members will provide a numeric score that is based on the candidate summary provided by the interviewers. The average score of all voting members will be used to determine the admissions decision for the candidate.
- E. After each meeting applicants are notified in writing regarding their status as being one of three decisions ACCEPT, HOLD or REJECT. Applicants in the HOLD category will remain active until a final decision is made by the committee.
- F. An application can be recalled for further review due to receipt of additional information

and/or at the request of any member of the Admissions Committee. A request that a candidate be re-interviewed must receive the majority consensus of the Admissions Committee members attending that meeting. This request would be considered only if the member provides specific cause for such action.

G. The Admissions Committee will extend acceptances to approximately 85 applicants. Once all slots have been filled, the remainder of the applicants acceptable for admission will go on the waitlist.

H. The waitlist is not ranked. The Executive Committee has formally delegated authority from the Admissions Committee to move applicants from the waitlist to the accepted list. The Executive Committee will use the following criteria to move students from the waitlist to the accepted list:

- West Virginia residents
- Applicants from rural communities
- Applicants who have experience with or indicate interest in serving in a rural community

I. Review of Admissions Committee activities prior to forwarding letters of final disposition to applicants will be made by the Director of Enrollment Management who will ensure that all documentation regarding entrance requirements, residency determination, and other process compliance areas have been evaluated and verified.

1. Applicants who are placed on the waitlist are encouraged to provide updated grades and information. The Executive Committee will select from the waitlist to fill any openings per admissions policy and procedures.

2. Accepted applicants may request delayed/deferred matriculation into the school of medicine for a period of one year. To request delayed/deferred matriculation, the applicant must forward a letter addressed to the Admissions Committee describing the reason for the request. The request must be received by June 1 prior to matriculation. It is the responsibility of the Admissions Committee to review and approve all requests. Requests for delayed/deferred matriculation received after June 1 prior to matriculation will be considered for medical reasons only. Deferred applicants should contact the Office of Admissions for instructions on this process.

J. The Admissions Office will provide the Admissions Committee with a report on the finalized class, including the number of individuals admitted from the waitlist.

VIII. AAMC ACCEPTANCE PROTOCOLS

Marshall University JCESOM follows the AAMC [Application and Acceptance Protocols](#) defined below:

- A. *In fairness to other applicants, if you have decided before April 30 not to attend a medical school or program that has offered you acceptance, promptly withdraw your application from that school(s) or program(s).*
- B. *Out of respect for other applicants, if you receive an offer of acceptance from more than one school or program:*
 - 1. *Withdraw your acceptance from any school or program you do not plan to attend as soon as you have made that decision.*
 - 2. *On or before April 15, narrow your selection(s) to no more than three schools or programs, and withdraw your acceptance(s) from all other schools or programs; and*
 - 3. *On or before April 30, choose the school or program to which you plan to matriculate and promptly withdraw your acceptances from all other schools or programs.*
- C. *If you receive additional acceptances following April 30, it is your responsibility to promptly notify any school(s) you have decided not to attend. Your decision should be made by the deadline established by the medical school(s).*
- D. *MUJCESOM **strongly encourages** applicants on the accepted roster to finalize decisions no later than three weeks prior to orientation.*

IX. ADVANCED STANDING TRANSFER ADMISSIONS

MUJCESOM considers applications for advanced standing transfer admissions under very limited situations which are outlined in this policy:

<http://jcesom.marshall.edu/media/53892/transfer-student-policy.pdf>

X. TECHNICAL STANDARDS

In accordance with section 504 of the Rehabilitation 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 can complete the program and participate fully in all aspects of medical training.

Candidates must have abilities and skills in observation, communication, motor, conceptual, integrative, quantitative, behavioral, and social areas 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 pathological 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 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 an inability to meet technical standards with or without reasonable accommodation, the candidate will be referred to the 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 ([Policy and Application Process for Requesting Reasonable Accommodations](#)).

Accommodation 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.

NOTE – Accelerated BS/MD applicants are often minors at the time of their initial interview for the program as high school seniors. For that reason, these applicants are asked to sign indicating that they have read and understood the technical standards but are not asked to certify that they meet the standards at that time. BS/MD students are again given the copy of the standards at the end of their second undergraduate year in the program and are asked to read and certify at that time that they are familiar with the standards and can meet the standards as described with or without reasonable accommodation.

February 1, 2013, Admissions Procedures Draft Document forwarded to Admissions Committee for review. The Admissions Committee reviewed, discussed and adopted procedural changes on February 5, 2013. The procedural document was reviewed, revised and adopted by the Admissions Committee on October 29, 2013. The procedural document was reviewed, revised and adopted by the Admissions Committee July 21, 2015. The procedural document was reviewed, revised and approved by the Admissions Committee on May 10, 2016. Policy was reviewed, revised and approved, September 7, 2017. The Procedural document was reviewed and updated, December 7, 2018. The procedural document was reviewed, revised and approved, October 5, 2020. The Admissions Committee reviewed and approved updates on March 15, 2021. The procedural document was revised and approved by the Admissions Committee on January 18, 2023. The Technical Standards were revised and approved by the Curriculum Committee on June 15, 2023, and the Admissions Committee on June 21, 2023. The Admissions Procedural document 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. The Admissions Policy was revised and finalized March 25, 2025.