

# **Admission Policy**

## **I. Introduction**

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. Equally important and to add value to our learning environment is the infusion of students from a variety of cultural and ethnic backgrounds to ensure that our students are prepared for life and practice in an expanded environment. Therefore, qualified students from racial and ethnic minorities who are currently underrepresented in medicine, students from rural or underserved areas, and women are especially encouraged to apply.

## **II. 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, students who have little or no family financial support, and students from underrepresented minorities in the field of medicine. Extensive efforts are made by Admissions staff to ensure that applicant requirements are made available to potential applicants by means of information on the website, in handouts, during meetings with potential applicants at colleges and universities and consultation with faculty premed advisors, among other methods.

As a state-assisted medical school, Marshall gives preference to West Virginia residents. A limited number of well-qualified nonresidents from states adjoining West Virginia, nonresidents who have strong ties to West Virginia or to students who are introduced to our school through our out-of-state recruitment pipeline and outreach programs will be 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. Minimum course requirements are:

<b>Required Courses</b>	<b>Semester Hours</b>
<b>General biology or zoology (with lab)</b>	<b>8</b>
<b>General chemistry (with lab)</b>	<b>8</b>
<b>Organic chemistry (with lab)</b>	<b>8</b>
<b>Biochemistry</b>	<b>3</b>
<b>Physics (with lab)</b>	<b>8</b>
<b>English</b>	<b>6</b>
<b>Social or behavioral sciences</b>	<b>6</b>
<b>Highly Recommended Courses</b>	<b>Semester Hours</b>
<b>Statistics/Biostatistics or Epidemiology</b>	<b>3</b>
<b>Cellular and Molecular Biology</b>	<b>3</b>

- 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 BS/MD program and Marshall Biomedical Research pipeline program who meet respective program specific criteria will be exempt.
- 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.

- E. Equally important and to add value to our learning environment is the infusion of students from a variety of cultural, ethnic and diverse life experiences to ensure that our students are prepared for life and practice in an expanded environment.

The School of Medicine encourages qualified members of groups underrepresented in medicine to apply. The Marshall University Joan C. Edwards School of Medicine is committed to the enrollment of a diverse body of talented students who will reflect the characteristics of the state of West Virginia and the surrounding area. A diversity of backgrounds, preparation, and interests is desirable and a legitimate goal of medical education. The School of Medicine believes education of a physician is enhanced by the diversity of the student body, and the school has in place policies and procedures that foster diversity.

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.

### **III. Residency Status**

As a state-assisted medical school, Marshall gives preference to West Virginia residents. A limited number of well-qualified nonresidents from states adjoining West Virginia, nonresidents who have strong ties to West Virginia or to students who are introduced to our school through our out-of-state recruitment pipeline and outreach programs will be considered. Regardless of their state of residency, applicants are considered only if they are U.S. 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 Admissions Committee**

The Admissions Committee has final authority for the selection of regular MD applicants and applicants for joint programs such as the MD/PhD program and the accelerated BS/MD program. The Admissions Committee is an independent body and acts free of external influence.

- A. Governance - The governance of the Admissions Committee consists of the Chair, Vice Chair and the Executive Committee. The Chair and Vice Chair of the Admissions Committee are appointed by the Dean. The Executive Committee of the Admissions Committee includes the Chair, Vice Chair and all the Vice Deans, Assistant and Associate

Deans serving at that time 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 workgroup committees to evaluate and study admissions related issues.

- B. Membership - The Admissions Committee may be composed of full-time basic science and clinical faculty, community physicians, four medical students, medical residents, medical school administrators, undergraduate faculty members from the main Marshall University campus and community representatives. As a matter of standard practice the Executive Committee ensures faculty representation of at least fifty-one percent on the Admissions Committee. The duration of appointment to the committee is for three (3) years, but may be extended at the discretion of the Chair of the Admissions Committee. The final approval of new members to the Admissions Committee is made by Faculty Council of the Medical School.
- C. Duties - The duties of this committee are to develop and recommend criteria for admissibility of applicants, to determine methods and procedures for evaluating applicants and to select from among applicants those to be accepted.
- D. New members - Recommendations for new members are taken from current and former members of the Admissions Committee, and from departmental chairs. The Executive Committee reviews all recommendations, 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 holistic approach to determine the best members for the Admissions Committee, including considerations of diversity, judgment, clinical and administrative experience and willingness and availability to serve. The final approval of new members to the Admissions Committee is made by Faculty Council of the Medical School. Each new member is asked to serve a three year term, although members may remain on the Admissions Committee for multiple terms at the discretion of the Chair.
- E. Interview Selection Workgroup - A standing committee titled the Interview Selection Workgroup is a workgroup of the Admissions Committee with a specific charge as delineated herein under Section VIII. The Executive Committee may also form a variety of ad hoc workgroups to study and analyze the admissions process and work on admissions 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.

## **VI. Applicant Selection**

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 written recommendations from professors and/or a premedical advisory committee must be provided. If submitting individual letters, two of these references must be from science faculty who have taught the applicant and one from the applicant’s major department. Additional pertinent letters of recommendation are welcomed, but not required.
- C. Interview - 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 medical campus in a general way, and at the same time provide the Admissions Committee better insight into his/her personal interests and attitudes. Equally important and to add value to our learning environment is the infusion of students from a variety of cultural and ethnic backgrounds to ensure our students are prepared for life and practice in an expanded environment.

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.

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.

## **VIII. The Selection 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 or an adjoining state. Nonresident applicants from non-bordering states with ties to West Virginia or to the School of Medicine are required to demonstrate a strong tie to the state of West Virginia, such as previous residency, family currently residing in the state, attending a West Virginia college/university, etc. Once ties are verified, the supplemental application will be made available. 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. Admissions staff will review applications for minimum requirements and then will forward those applications to the Interview Selection Workgroup.
- D. A standing workgroup titled the Interview Selection Workgroup is a workgroup of the Admissions Committee with a specific charge as delineated herein.
  - 1) Charge of the Interview Selection Workgroup - The Interview Selection Workgroup shall be responsible for the evaluation of applications after the admissions staff has determined which applicants meet minimum qualifications. The Interview Selection Workgroup will then forward recommendations for interview applicants directly to admissions staff for interview scheduling.
  - 2) Membership of the Interview Selection Workgroup - The Admissions Committee Chair or his/her designee will facilitate the meeting. The Interview Selection Workgroup shall be composed of representatives from the Office of Diversity & Inclusion, the Basic Sciences Department, the Executive Committee, and clinical faculty and all shall be members of the Admissions Committee. The members of these workgroups shall be determined by a simple majority vote of the Executive Committee and shall be dissolved upon completion of the task assigned. Interview Selection Workgroup members serve at the will and pleasure of the Chair, with no defined term limits. 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 holistic admissions approach as well as the use of personal characteristics for effective decision-making.

- 3) The Interview Selection Workgroup will then forward recommendations for interview applicants directly to admissions staff for interview scheduling. Interviews are arranged only by invitation.
- E. Applicants selected for interviews meet with two members of the Admissions Committee for separate conversations. Interviews shall be conducted in accordance with the process outlined in the Admissions Procedural Document.
  - 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. All members of the Committee are voting members. Staff, visitors and guests of the committee are not considered voting members.
  - G. A quorum is defined as the majority of admissions committee membership present of which at least fifty-one percent must be faculty members. "Present" may include a member being present face-to-face, by telephone or videoconferencing as long as each member has access to all pertinent information being discussed and is able to communicate with all the other present members.
  - H. If a meeting is held without a quorum, then voting members may be allowed to vote subsequent to the meeting electronically on all matters not including votes on applicants. The substance of the matter shall be sent to each voting member for electronic vote, and the electronic vote must pass by a majority of the full membership to take effect. Electronic voting is not allowed for votes on applicants for admissions.
  - I. Notification of the status of the application is issued as soon as possible after a final decision is made. Highly-qualified West Virginia applicants who are eligible for first round acceptance, pursuant to the procedures delineated in the Admissions Procedural Document, may be immediately notified of acceptance without having his/her application reviewed by the full Admissions Committee.
  - J. The waitlist is created by the Admissions Committee according to school policy and procedure. The Admission Committee formally approves all applicants for the waitlist as acceptable for admission.
  - K. The Admissions Committee will extend acceptances to approximately 85 applicants. Applicants accepted after the slots have been filled will be placed on the waitlist. In addition, the Committee will finalize decisions about applicants who have been previously been placed on hold. They will either be accepted and moved to the waitlist or rejected. The waitlist is not ranked. The Executive Committee has the formal delegated authority

from the Admissions Committee to move applicants from the waitlist to the accepted list who bring added value to the class as part of the overall holistic admissions approach.

- L. Requests for delayed/deferred matriculation will be considered on a case-by-case basis.
- M. The Admissions Office will provide the Admissions Committee a report of the finalized class, which will include how many waitlist individuals were admitted, and on what general basis the admission decisions were made.

## **IX. 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.

*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 Full Admissions Committee to include new required courses. Policy was reviewed, revised and approved, September 7, 2017. Policy was reviewed and updated, December 7, 2018.*