

## **IS-16 Appendix: Admissions Policy**

### **Admission Policy**

#### **I. Introduction**

The Joan C. Edwards School of Medicine at Marshall University 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 insure 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.

As a state-assisted medical school, Marshall gives preference to West Virginia residents. However, a percentage of positions will be available to 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. Regardless of their state of residency, applicants are considered only if they are U.S. citizens or have permanent resident visas.

- 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 Course</b>	<b>Semester Hours</b>
<b>General biology or zoology (with lab)</b>	<b>8</b>
<b>Inorganic 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 and Epidemiology</b>	<b>3</b>
<b>Molecular and Cell Biology</b>	<b>3</b>

All required courses must be passed with a grade of "C" or better by June 1 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.

- All applicants must take the MCAT. The MCAT must be taken within three calendar years of enrollment.
- Applicants must exhibit excellence in character, motivation and ideals and should possess the many personal qualities essential for a career in medicine. Applicants are evaluated on the basis of four criteria: scholastic records, MCAT scores, academic references and interviews. 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 insure 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 Joan C. Edwards School of Medicine at Marshall University 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 that education of a physician is enhanced by the diversity of the student body, and the School has in place policies and procedures in order to insure that 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 that differences should not just be tolerated, but celebrated, and that 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 percentage of positions will be available to 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.. Regardless of their state of residency, applicants are considered only if they are U.S. citizens or have permanent resident visas.

#### **IV. The Admissions Committee**

The Admissions Committee is 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. Recommendations for new members are taken from current members of the Admissions Committee, former Admissions Committee members 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 while giving consideration to the diversity of the group in terms of age, gender, race, ethnicity and rural background. Each new member is asked to serve a three (3) year term, although many members have welcomingly remained on the Admissions Committee for multiple terms.

The Admissions Committee is an independent body and acts free of external influence. 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 of the Assistant and Associate Deans who are serving at that time on the Admissions Committee. The Executive Committee is responsible for prioritizing the selection of acceptable nonresidents and reviewing recommendations for new membership to the Admissions Committee.

#### **V. 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:

1. The scholastic accomplishment of the applicant. Scholastic performance in graduate studies and other professional courses is also taken into consideration. The Admissions Committee places emphasis on the academic record and takes into consideration improvement in the student's performance.
2. The MCAT is required and provides a good estimate of an individual's accomplishment regardless of the college or university attended.
3. Letters of evaluation/recommendation. Three written recommendations from professors must be provided. Two of these references must be from science faculty who have taught the applicant and one from the applicant's major department. The premedical advisor or the premedical advisory committee can also provide evaluations which are based on three or four years of direct contact with students in the educational environment. Letters of recommendation from other persons of the applicant's choosing are welcomed.
4. Each resident applicant who meets the minimal standards and selected nonresident applicants will be interviewed by experienced members of the Admissions Committee. 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 insure that our students are prepared for life and practice in an expanded environment.

## **VI. The Selection Process**

- 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.
- A supplemental application will be automatically forwarded to persons filing an AMCAS application who are residents of West Virginia or an adjoining state. Other applicants with ties to West Virginia or to the School of Medicine should contact the Admissions Office for the supplemental application. 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.
- Interviews are arranged only by invitation from the Admissions Committee. Candidates selected for interviews meet with two members of the Admissions Committee for separate conversations. Following the interview, the application is reviewed by the Admissions Committee. Notification of acceptance is issued as soon as a decision is made.
- The School of Medicine does not accept application for advanced standing transfer admissions.

## **VII. Notification of Applicants**

Candidates are notified in writing as soon as possible as to their admissions status once a final decision has been made. Candidates are advised if they are placed on the wait list. The candidates on the wait list will not be ranked until after the close of their academic year. Additional grades and the results of a repeat MCAT taken during early spring, if available, can therefore be used in the final ranking. Any individual relinquishing his/her place as an acceptee will be replaced by the next ranking candidate on the wait list.

*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 approved by the Admissions Committee to include new required courses.*