

## STANDARD 10: MEDICAL STUDENT SELECTION, ASSIGNMENT, AND PROGRESS

A medical school establishes and publishes admission requirements for potential applicants to the medical education program, and uses effective policies and procedures for medical student selection, enrollment, and assignment.

### SUPPORTING DOCUMENTATION

#### Table 10.0-1 | Applicants and Matriculants

Provide data for the indicated entering classes on the total number of initial applications received in the admissions office, completed applications, applicants interviewed, acceptances issued, and new medical students matriculated for the first year of the medical curriculum. Do not include first year students repeating the year.

	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Initial applications	1588	1800	1820	1782	1960
Completed applications	554	584	599	609	699
Applicants interviewed	162	162	170	218	157
Acceptances issued	127	118	124	115	125
New students matriculated	75	79	75	83	75

#### Table 10.0-2a | Entering Student MCAT Scores

If applicable, use the table below to provide *mean* MCAT scores, for new (not repeating) first-year medical students in the indicated entering classes.

	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17		AY 2017-18	
				OLD	NEW	OLD	NEW
Verbal Reasoning	9.2	9.7	9.6	9.0	125	9.5	126
Physical Sciences	9.0	9.1	9.0	9.6	125	10.5	125
Biological Sciences	9.7	9.7	10.1	9.9	125	10	126

#### Table 10.0-2b | Entering Student MCAT Scores<sup>1</sup>

If applicable, use the table below to provide *mean* MCAT scores, for new (not repeating) first-year medical students in the indicated entering classes.

	AY 2015-16	AY 2016-17	AY 2017-18
Chemical and Physical Foundations of Biological Systems	N/A	125	126
Biological and Biochemical Foundations of Living Systems	N/A	125	125
Critical Analysis and Reasoning Skills	N/A	125	126
Psychological, Social, and Biological Foundations of Behavior	N/A	125	126
Total Score	N/A	500	503

#### Table 10.0-3 | Entering Student Mean GPA

Provide the *mean overall premedical GPA* for new (not repeating) first-year medical students in the indicated entering classes. If using a weighted GPA, please explain how the weighted GPA is calculated in the last row of the table.

	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
Overall GPA	3.6	3.6	3.6	3.6	3.6
Weighted GPA calculation (if applicable):					

#### Table 10.0-4 | Medical School Enrollment

<sup>1</sup> 8/2/17: Table 10.0-2b has been added to reflect the subscores for the new 2015 MCAT.

Provide the total number of enrolled *first-year medical students* (include students repeating the academic year) and the total number of medical students enrolled at the school for the indicated academic years. For students in dual-degree programs, only include those participating in the medical curriculum.

	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17	AY 2017-18
First-year	81	84	80	88	84
Total enrollment	292	291	295	301	310

## 10.1 PREMEDICAL EDUCATION/REQUIRED COURSEWORK

Through its requirements for admission, a medical school encourages potential applicants to the medical education program to acquire a broad undergraduate education that includes the study of the humanities, natural sciences, and social sciences, and confines its specific premedical course requirements to those deemed essential preparation for successful completion of its medical curriculum.

### NARRATIVE RESPONSE

- a. List all the college courses or subjects, including associated laboratories, which are required as prerequisites for admission to the medical school.

<b>Required Courses</b>	<b>Semester Hours</b>
General Biology or Zoology (with Lab)	8
General Chemistry (with Lab)	8
Organic Chemistry (with Lab)	8
Biochemistry	3
Physics (with Lab)	8
English	6
Social or Behavioral Sciences	6

- b. List any courses or subjects that the medical school recommends, but does not require, as prerequisites for admission.

<b>Highly Recommended Courses</b>	<b>Semester Hours</b>
Cell and Molecular Biology	3
Statistics/Biostatistics or Epidemiology	3

- c. Describe how and when the current premedical course requirements were established and by which individuals and/or groups they were approved.

The Medical School Admissions Workgroup was established in August 2012 to review, identify, and recommend premedical course requirements that are essential for successful completion of the medical school curriculum. The workgroup reviewed the current admissions requirements and worked to identify the competencies expected for medical school applicants. In addition, the group reviewed the requirements to ensure applicants preparing for medical school were also academically prepared for the MCAT which was scheduled to change in 2015.

In preparation for evaluation, the workgroup reviewed the following:

- LCME Connections Medical Students (MS) Standards
- Scientific Foundations for Future Physicians – Report of the AAMC-HHMI Committee
- MCAT 2015 The Basics

The workgroup met on three occasions and then made recommendations to continue with the previously required courses. Biochemistry was added to the requirements and it was determined that Statistics/Biostatistics or Epidemiology and Cell and Molecular Biology be made highly recommended. The workgroup recommended that the proposed required courses be forwarded to the Executive Committee with the recommendation for implementation for the students applying to medical school in 2014.

The Executive Committee accepted the recommendations and the full Admissions Committee voted on the changes. The policy was revised and approved on November 6, 2012 by the Admissions Committee to include newly required courses.

Medical School Admissions Workgroup members:

- Admissions Committee Members: Chuck Clements, M.D., Faculty Physician, Department of Family Medicine; Richard Egleton, PhD, Department of Pharmacology, Physiology and Toxicology; Jennifer Plymale, Associate Dean of Admissions and Director of the Robert C. Byrd Center for Rural Health; Cindy Warren, Assistant Dean of Admissions and Student Affairs
- Office of Medical Education: Aaron McGuffin, M.D., Senior Associate Dean of Medical Education
- JCESOM faculty: Jessie Shields, M.D., Department of Pediatrics
- Marshall University faculty: Harold Elmore, PhD, Marshall University Department of Biological Science/Pre-Health Advisor; Frank Gilliam, PhD, Professor, Department of Biological Science
- Administrative Staff: Christy Adkins, Robert C. Byrd Center for Rural Health

- d. Describe how often and by whom premedical course requirements are reviewed. Note the data or other information (e.g., about medical student performance) that are used to make decisions about changes to premedical course requirements.

Premedical course requirements are reviewed every two years. The Executive Committee designates an ad hoc workgroup to evaluate and review course requirements, national trends and other relevant data. In addition to members of the Admissions Committee/Staff, representatives from the Office of Medical Education, and Marshall University College of Science are included.

## 10.2 FINAL AUTHORITY OF ADMISSION COMMITTEE

**The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors.**

### NARRATIVE RESPONSE

- a. Describe the size and composition of the medical school admission committee, including the categories of membership (e.g., faculty, students, medical school administrators, community members) and the specified number of members from each category. If there are subcommittees of the admission committee, describe their composition, role, and authority.

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.

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 for new membership, 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. As a matter of standard practice, the Executive Committee ensures faculty representation of at least fifty-one percent on the Admissions Committee. 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.

For the selection of the fall 2017 entering class, the Admissions Committee was composed of: six faculty/administrators; 15 clinical faculty; four basic sciences faculty; one pharmacy faculty, two faculty from the main Marshall University campus; two community members; four medical students (two third year and two fourth year).

#### **Subcommittees of the Admissions Committee**

**Executive Committee** composition 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 forming a variety of ad hoc workgroups, such as the Interview Selection Workgroup, 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. In addition, the Executive Committee has the formal delegated authority from the Admissions Committee to move applicants from the waitlist to the accepted list.

**Interview Selection Workgroup** - A standing workgroup of the Admissions Committee with a specific charge as delineated herein.

- 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 applicants to be interviewed directly to admissions staff for interview scheduling.

- 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, the Basic Sciences Department, the Executive Committee, and clinical faculty and all shall be members of the Admissions Committee. The members of this workgroup 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. 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 holistic admissions approach as well as the use of personal characteristics for effective decision-making.

b. Identify the current chair of the admission committee, including his or her faculty and/or administrative title(s). How is the chair selected?

The Chair of the Admissions Committee is Charles Clements, MD. Dr. Clements is a Family Medicine physician, Associate Professor and Vice-Chair for Clinical Affairs in the Department of Family Medicine. Dr. Clements has been a member of the Admissions Committee for twenty years. The Chair and Vice Chair of the Admissions Committee are appointed by the Dean.

c. Describe how admission committee members are oriented to the admission committee policies and to the admissions process.

Admissions Committee members attend mandatory orientation and are offered specific training on admissions policies and procedures every year prior to the start of the interviewing cycle. Special speakers and training are often offered during the year. In addition, a comprehensive and detailed orientation is held each year for new members. This information includes but is not limited to, admissions policies and procedures, conflict of interest policy, and review of appropriate interview questions, as well as an overview of the holistic admissions process and discernment of characteristics that add value to the class.

d. Summarize the charge to the admissions committee and the source of the committee's authority (e.g., medical school bylaws). Does the committee as a whole, or a subset of the admission committee, have the final authority for making all admission decisions? If a subset of the admission committee makes the final admission decision, describe the source of its authority. Note the circumstances, reasons, and final outcome surrounding any admission committee decision that has been challenged, overruled, or rejected during the past three admission cycles.

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 admissibility of applicants, to determine methods and procedures for evaluating applicants and to select from among applicants 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 BS/MD program, rests with the full Admissions Committee. The Admissions Committee has developed policies and procedures to ensure admission processes and decisions are free from political and/or financial conflicts of interest, and are in compliance with non-discrimination laws and regulations.

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 workgroups 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. In addition, the Executive Committee has the formal delegated authority from the Admissions Committee to move applicants from the waitlist to the accepted list. Waitlist applicants are not ranked.

During the past three admission cycles Admission Committee decisions have not been challenged, overruled, or rejected.

- e. Describe how the medical school ensures that there are no conflicts of interest in the admission process and that no admission decisions are influenced by political or financial factors.

It is the goal of the faculty, through the work of the Admissions Committee, to admit students who will make a positive contribution to the educational environment of MUJCESOM. In order for the admissions process to work appropriately, the process must be free of external influence and conflicts of interest. While carrying out the Committee's responsibilities, the 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.

Admissions Committee members are also required to attend mandatory orientation and are offered specific training on admissions policies and procedures every year prior to the start of the interviewing cycle. Special speakers and training are often offered during the year. In addition, a comprehensive and detailed orientation is held each year for new members. This information includes but is not limited to, admissions policies and procedures, conflict of interest policy, and review of appropriate interview questions, as well as an overview of the holistic admissions process and discernment of characteristics that add value to the class.

## **SUPPORTING DOCUMENTATION**

1. An excerpt from the medical school bylaws or other formal document that specifies the authority of, the charge to, and composition of the admission committee and its subcommittees (if any) and the rules for its operation, including voting membership and definition of a quorum at meetings.

*Appendix 10.2-1 Bylaws- Admission Committee.docx*

*Appendix 10.2-2 Admissions Policy.docx*

*Appendix 10.2-3 ADMISSIONS CMTE CONFLICT OF INTEREST POLICY.PDF*

## 10.3 POLICIES REGARDING STUDENT SELECTION/PROGRESS AND THEIR DISSEMINATION

The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

### NARRATIVE RESPONSE

- a. Describe when and by whom the policies, procedures, and criteria for medical student selection were developed and approved, and how they are disseminated to potential and actual applicants and their advisors.

The Admissions Committee is responsible for the development of policies, procedures and establishing the criteria for medical student selection. These policies and procedures are reviewed annually. These documents are made available to applicants and advisors during recruitment trips and are posted in their entirety on the School of Medicine's Website.

- b. Describe the steps in the admissions process, beginning with the receipt of the initial application. For each of the following steps, as applicable, describe the procedures and criteria used to make the relevant decision and the individuals and groups (e.g., admission committee or subcommittee, interview committee) involved in the decision-making process:

1. Preliminary screening for applicants to receive the secondary/supplementary application
2. Selection for the interview
3. The interview
4. The acceptance decision
5. The creation of the wait list
6. The offer of admission, including how applicants are accepted from the wait list

#### **1. Preliminary screening for applicants to receive the secondary/supplementary application**

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.

#### **2. Selection for the Interview**

Admissions staff ascertains if applicants meet the minimum qualifications as set in the admissions policy; the applications are reviewed and selected for interview by the Interview Selection Workgroup. The Interview Selection Workgroup is a subcommittee of the Admissions Committee and shall be composed of a representative from the Office of Diversity and Inclusion, the Basic Sciences Department, the Executive Committee, and clinical faculty, and all shall be members of the Admissions Committee.

The Interview Selection Workgroup shall be responsible for the evaluation of applications after the admissions staff has determined which applicants meet minimum qualifications. The workgroup will forward recommendations for applicants to be interviewed directly to admissions staff for interview scheduling. These applicants are invited to participate in two individual interviews with members of the Admissions Committee.



## Criteria:

- As a State of West Virginia medical school, MUJCESOM gives interview preference to West Virginia residents.
- A limited number of interviews will be available to well-qualified nonresidents in the following categories: residents from Kentucky, Maryland, Ohio, Pennsylvania, and Virginia; nonresidents who can demonstrate strong ties to West Virginia; and nonresidents who meet the minimum requirements and who have completed one of the following pipeline programs will also receive interview preference:
  - Project P.R.E.M.E.D. (Providing Real world Experiences for future Marshall Educated Doctors) - An information and exploration program designed for college students of color. Selected students will participate in an immersion program that exposes them to life as a medical student and life in medical school.
  - The Hampton University Mentoring Program-This is a pipeline program with MUJCESOM and Hampton University to provide mentoring, onsite workshops of application preparation and interview skills. Five slots per year are allocated for Hampton students to participate in a residential Summer Academy program at Marshall University.
  - Marshall University Biomedical Research Program –This is a rigorous two-year non-thesis master’s degree program with a medical sciences area of emphasis. Students take many classes with first and second year medical students. Students enrolled in this graduate program are eligible to participate in the pipeline program. A student who has a 3.4 or higher GPA at the end of their first year is not required to take the MCAT for admission to the MUJCESOM. Matriculation is contingent upon completion of the master’s program with a 3.4 or higher GPA and passage of the comprehensive exam on the first attempt.
  - Regardless of their state of residency, applicants are considered only if they are U.S. citizens or have permanent resident visas.
  - The Admissions Committee takes a holistic admissions approach that incorporates screening, interviewing and selection. Selection is based on the consensus of the Admissions Committee and the evaluation of the following items:
    - a) Academic Background – Both quantity and quality are assessed with a four-year program of study suggested. Exceptionally well-qualified applicants may be considered after ninety semester hours of academic work if other requirements are met. Specific entrance requirements include one year each of English, zoology or biology with lab, general chemistry with lab, organic chemistry with lab, physics with lab and social or behavioral sciences. Three semester hours of biochemistry lecture are also required. Recommended courses include cell and molecular biology, statistics or biostatistics or epidemiology. A major criterion is the overall grade point average for undergraduate studies with particular emphasis in correlating the grade point average in science and science related courses. A minimum undergraduate GPA of a 3.0 is preferred. Scholastic performance in graduate studies and other professional courses is also taken into consideration.
    - b) Medical College Admission Test (MCAT) – The value of the MCAT is to: evaluate an applicant’s ability to retain knowledge acquired from the undergraduate curriculum; assess his/her ability to apply acquired knowledge through a comprehensive testing program; and equate the applicant’s performance with a nationwide ranking from which some correlation may be established from applicants of varying undergraduate backgrounds. An MCAT score of 498 is preferred. A review of students who demonstrate an exceptional balance of experiences, attributes and academics that are in line with the school’s mission may be considered with a minimum MCAT score of 496. 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 and Marshall Biomedical Research pipeline program who meet respective program specific criteria will be exempt.
    - c) 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.

- d) Interviews – Interviews are arranged only by invitation and upon recommendation by the Interview Selection Workgroup. The purpose of the interview is to assess 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. 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.
- e) Highly-qualified West Virginia applicants who are eligible for first round acceptance may be immediately notified of acceptance without having his/her application reviewed by the full Admissions Committee if space in the class is available. Eligibility requirements include:
- 3.5 or better GPA in all sections: science, non-science, and overall
  - A total score of 500 or above on the MCAT (no individual section below 125)
  - Strong letters of recommendation
  - Recommendation of “Accept” by both interviewers
  - Verification of state residency
- f) MD/PhD applicants - Criteria for applicants to the MD/PhD program will include those listed herein for MD applicants. In addition, prior significant research experience as evidenced by authorship in peer reviewed publications is necessary. Further, applicants for the MD/PhD program will undergo a series of interviews specific to the clinician scientist training portion of the program, focusing on research experience, among other qualifications. As with all applicants, final approval of the selection for the MD/PhD program rests with the Admissions Committee. Applicants who are not accepted into the MD/PhD program may be considered for the MD program in that application cycle.

### **3. The Interview**

Interviews are arranged only by invitation and upon recommendation by the Interview Selection Workgroup. The purpose of the interview is to assess communication skills, work ethic, community service, honesty/ethics, and resilience. Additional attributes assessed include leadership and teamwork. In addition to the interview process, 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. Interviews are typically conducted on Saturday mornings. Additionally, weekday interviews may be arranged. Saturday interviews include the opportunity to meet socially for breakfast, a scheduled time to meet with current students and a tour of the educational floor of the Byrd Clinical Center and a driving tour around the main Marshall University campus area. Weekday interviewees have the opportunity to tour the education floor of the Byrd Clinical Center and to talk with a current medical student, if available. As far as it is feasible, applicants are given the choice of days for interviews. Note that interviews for the MD/PhD program may follow a slightly different format and will include additional interviews specific to the PhD portion of the program.

Applicants are invited to participate in two individual interviews with members of the Admissions Committee. The interview need not be formally structured. The report to the committee will be on the interview data form and this written summary of the interview is held in the applicant's folder until a final decision is rendered. The purpose of the interview is to:

- Corroborate and/or supplement data present in the application folder
- Explain and potentially upgrade data
- Identify personal characteristics pertinent to the admissions process and as allowed by law and policy
- Permit strengthening, weakening, or confirming (no change) the application.

An applicant has the right to request an additional interview if he/she feels that one of his/her interviewers presented a conflict of interest or a perceived bias. The additional interview could be held on the same day as the two primary interviews or the applicant can elect to come back at a later date to re-interview.

#### **4. The Admissions Decisions**

Following presentation, discussion and evaluation of each application, the Admissions Committee by majority vote will make a recommendation to ACCEPT, REJECT or HOLD each applicant. Applicants who are in the ACCEPT or REJECT category are notified by the Admissions Office. Accepted applicants are provided information explaining and specifying the mechanism for executing and confirming intent to matriculate.

- **Accept:** Committee action of acceptance is immediately forwarded to the Admissions Office with the committee vote included.
- **Hold:** Applicants in this category present qualifications that are less competitive than applicants in the ACCEPT category. Applicants in the HOLD category will be re-evaluated and are considered to remain in an active category. Applicants may also be placed in Hold by the committee in anticipation of the receipt of additional information.
- **Reject:** A rejected applicant's application is immediately forwarded to the Admissions Office with the committee vote included.

A majority vote of those present will be necessary to designate the application as accepted or rejected. If a majority vote for acceptance or rejection is not reached, then the application shall remain on active status as a HOLD. Following committee recommendation of either ACCEPT or REJECT, Admissions Committee activity regarding the applicant ceases unless important additional information is received that should be reviewed and considered by the Admissions Committee.

Those applicants remaining in the HOLD category will undergo a second discussion and vote by the Admissions Committee. This process is defined as second-round evaluation. Those applicants typically will not undergo second-round evaluation until all applicants have undergone the initial first-round discussion and voting procedure, although an interviewer may request recall of an applicant prior to this timeframe based on additional information received.

At the second-round evaluation of applicants in the HOLD category, the applicant must be recommended as either an ACCEPT or REJECT. Second-round evaluations are conducted in a similar manner to the first-round process including presentation by interviewers; one interviewer should be present. Once the class is filled, applicants deemed acceptable by vote of the Admissions Committee will be placed on the waitlist.

## 5 and 6. The Offer of Admission and Waitlist

Applicants who are in the ACCEPT or REJECT category are notified by the Admissions Office. Accepted applicants are provided information explaining and specifying the mechanism for executing and confirming intent to matriculate.

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. In addition, the Admissions Committee will finalize decisions about applicants who have previously been placed on HOLD, and those will either be REJECTED, or will be moved from HOLD to the waitlist. 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. The Executive Committee will use the following criteria to move a student from the waitlist to the accepted list:

- West Virginia residents
- Underrepresented Minorities in Medicine
- Applicants from rural communities
- Applicants who have had experiences or indicate interest in serving in a rural community

Once a final decision has been made, applicants are notified in writing regarding their status. Applicants who are placed on the waitlist are encouraged to provide updated grades and information. The Executive Committee will make a selection from the waitlist to fill any openings per admissions policy and procedures.

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 are directed to contact the Office of Admissions for instructions on this process.

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.

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

- *In fairness to other applicants, if you have decided before April 30 not to attend a medical school or program that has offered you an acceptance, promptly withdraw your application from that school(s) or program(s).*
- *Out of respect for other applicants, if you receive an offer of acceptance from more than one school or program:*
  - *Withdraw your acceptance from any school or program you do not plan to attend as soon as you have made that decision;*
  - *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*
  - *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.*
- *If you receive additional acceptances following April 30, it is your responsibility to promptly notify any school(s) you have decided to not attend. Your decision should be made by the deadline established by the medical school(s).*

MUJCESOM **strongly encourages** applicants currently on the accepted roster to finalize decisions no later than May 15.

- c. Describe the role of the medical school admission committee in the selection of applicants for joint baccalaureate-MD program(s) or dual degree program(s) (e.g., MD-PhD), if these are present.

### **BS/MD Applicants**

This program allows students to complete the requirements for both the Bachelor of Science and Doctor of Medicine program in an accelerated seven-year program. Admissions staff ascertains if applicants meet the minimum qualifications as set out in the BS/MD admissions policy, the applications are reviewed and selected for interview by the Interview Selection Workgroup, which is a subcommittee of the Admissions Committee with a specific charge as delineated herein:

**Charge of the Interview Selection Workgroup** – The Interview Selection Workgroup shall be responsible for initial review of applications after the admissions staff has determined which applicants meet minimum qualifications, and for selection of those applicants who will be scheduled for an interview. The Interview Selection Workgroup will forward recommendations for applicants to be interviewed directly to admissions staff for interview scheduling. The Admissions Committee and others, as directed, will conduct interviews, evaluate applicants, and make final determination of those accepted into the BS/MD program. 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 BS/MD program.

**SPECIAL NOTE** – Applicants in the BS/MD program at Marshall may be subject to different procedures as outlined in the BS/MD policies and procedures specific to their program.

### **MD/PhD Applicants**

Criteria for applicants to the MD/PhD program include those listed for MD applicants. In addition, applicants for the MD/PhD program will undergo a series of interviews specific to the clinician scientist training portion of the program, focusing on research experience, among other qualifications. As with all applicants, final approval of the selection for the MD/PhD program rests with the Admissions Committee. Applicants who are not accepted into the MD/PhD program may be considered for the MD program in that application cycle.

*See MD/PhD Program URL: <https://jcesom.marshall.edu/research/office-of-research-and-graduate-education/graduate-education-programs/mdphd/>*

- d. Describe how the policies for the assessment, advancement, and graduation of medical students, and the policies for disciplinary action are made available to medical students and to faculty.

The policies for the assessment, advancement, graduation of medical students, and disciplinary action are made available online and may be accessed by faculty or students at any time. These policies are also reviewed during orientation sessions for the upcoming class year. The Academic and Professionalism Standards Committee (APSC) Policies are also reviewed when promotion and student progress is discussed. If any updates are made to existing policies or new policies are published, an icon is used next to the policy to indicate as such.

e. Describe how and by which individual(s) or group(s) the following decisions are made:

1. The advancement of a medical student to the next academic period
2. A medical student's graduation

### **1. The advancement of a medical student to the next academic period**

Medical students' academic progress is monitored closely by the Office of Medical Education as well as the APSC. The APSC reviews student performance annually or when a deficiency has been reported to the Office of Medical Education. The APSC will then make decisions related to the academic deficiencies, promotions, and/or unprofessional behaviors which have been reported. The committee reviews the academic and professional progress of students and decides appropriate action for students earning one or more academic and/or professional deficiencies. The APSC will act upon any student who is not meeting the minimum requirements to be advanced to the next academic class year.

The following benchmarks must be achieved for the advancement of the medical student to the next academic year:

- **Year 1 to Year 2:** Students must successfully complete all MS1 courses with a grade of "C" or better. They must also meet all professional standards.
- **Year 2 to Year 3:** Students must successfully complete all MS2 courses with a grade of "C" or better. They must also meet all professional standards and pass USMLE Step 1 before they are allowed to start work on MS3 Clerkships.
- **Year 3 to Year 4:** Students must successfully complete all MS3 clerkships, including the NBME Shelf Exams and final CCE before they are promoted to Year 4.

### **2. A medical student's graduation**

As described in the MUJCESOM Honor System & Policy Regarding Academic and Professionalism Standards, Leaves, and Appeals, student progress towards graduation is tracked throughout the curriculum by the Office of Medical Education and the APSC. The Office of Medical Education is responsible for ensuring all student requirements have been met prior to graduation. The MUJCESOM Registrar is tasked to ensure all curricular requirements have been met, and *Ellucian DegreeWorks* is used to help facilitate this task. This software links the student's transcripts to set curricula within the timeframe of when the student matriculated.

## **SUPPORTING DOCUMENTATION**

1. Policies and procedures for the selection, assessment, advancement, graduation, and dismissal of medical students.

Appendix 10.3-1 Admissions Procedures.pdf  
Appendix 10.3-2 Promotion, Graduation, and Dismissal.pdf  
Appendix 10.3-2b Program-PolicybsmdDEC6.18.docx  
Appendix 10.3-2c Selection-ProceduresbsmdDec6.18.docx  
Appendix 10.3-3 Interview Form.docx  
Appendix 10.3-4 Technical Standards.pdf

2. The charge to or the terms of reference of the medical student promotions committee(s).

*Appendix 10.3-5 Bylaws-Academic Standards Committee.pdf*

## 10.4 CHARACTERISTICS OF ACCEPTED APPLICANTS

**A medical school selects applicants for admission who possess the intelligence, integrity, and personal and emotional characteristics necessary for them to become competent physicians.**

### NARRATIVE RESPONSE

- a. Describe the personal attributes of applicants considered during the admission process. How was this list of personal attributes developed? By which individuals and groups was the list reviewed and approved?

The purpose of the interview is to assess personal attributes such as communication skills, work ethic, community service, honesty/ethics and resilience. Additional attributes assessed include leadership and teamwork. In 2017, the Admissions Committee was requested to identify the personal attributes that should be considered in medical school applicants. The attributes identified were discussed, reviewed and approved by the Executive Committee, and then reviewed and approved by the full Admissions Committee in May 2017. They were implemented in the following admissions cycle.

- b. Describe the methods used during the admission process to evaluate and document the personal attributes of applicants. Refer to the admission procedures as outlined in element 10.3 to illustrate where, how, and by whom these attributes are assessed.

Assessment of the personal attributes begins with the application information. Admissions Committee members assess the information contained in the following sections of the application:

- **Personal Statement** – All applicants must complete a personal statement as part of their application, and these are studied by the interviewers and then the full committee for evidence of community service, commitment to service of others, maturity, honesty, and ability to overcome barriers.
- **Recommendation Letters** – Each applicant must submit at least three reference letters, and these are studied by interviewers and then the full committee as to personal attributes noted by the person who completed the recommendation. Often the person completing the recommendation can speak to personal growth during college, some of the outside activities of the applicant, ability to exercise leadership and teamwork, and other important personal attributes.
- **Extracurricular Activities** – Each applicant must complete an exhaustive list of extracurricular and volunteer activities, and these are also analyzed by the interviewers and the full committee. Activities are studied for evidence of leadership, ability to work with a team, commitment to service, interest in health care, and even time management capabilities.

In addition to a careful review of the application, the interview serves as an important tool to surface personal characteristics. From their arrival, applicants are assessed for their ability to interact with others in the interview process – other applicants, faculty and staff they meet during the tour and interviews, medical students, and others. Attributes observed include interpersonal ease of communication, confidence, any differentiation of communication based on perceived levels of power or status, timeliness, respect for the process (appropriateness of dress, turning off cell phone, etc.), and general demeanor.

Questions meant to elicit personal characteristics have been added to the interview process as well. Scenario-based questions that target ethics, critical thinking, integrity, compassion, mission of service, and others are included in the interview, and then answers are discussed with the full committee during the discussion of the applicant.

The Admissions Committee has been trained in how to analyze personal attributes, and this has included training on how to eliminate interviewer bias in this category.

- c. Describe how the members of the admission committee and the individuals who interview applicants (if different from members of the admission committee) are prepared and trained to assess applicants' personal attributes.

Admissions interviewers are all members of the Admissions Committee. Ongoing training for interviewers to assess personal attributes is provided by the Admissions staff and guest speakers for each annual admissions cycle. First, committee members are reminded of the relevant and appropriate personal attributes that may be considered as part of the selection process. These attributes have been identified by the committee. Then admissions staff and speakers provide additional information to assist in this process.

Additional training and seminars are offered to faculty and staff on an ongoing basis. Over the last several years training has been provided by professionals in the fields of psychology, law, diversity and inclusion, and academics. Topics of training have included:

- An overview of the holistic process and methods of surfacing relevant personal attributes
- Identifying and eliminating personal biases in admissions
- Identifying personal attributes of applicants from the resources in the entire admissions process
- Seminars on diversity and inclusion in the applicant pool
- Appropriate use of personal attributes and other more subjective factors while interviewing and how to document

Interviewers are provided a template that has been reviewed by legal counsel, and approved by the Admissions Committee to provide guidance in properly navigating the balance between academic and non-academic characteristics of medical school applicants.

## **SUPPORTING DOCUMENTATION**

1. Any standard form(s) used to guide and/or to evaluate the results of applicant interviews.

*Appendix 10.4.1 Applicant Interview Form.docx*



## 10.5 TECHNICAL STANDARDS

**A medical school develops and publishes technical standards for the admission, retention, and graduation of applicants or medical students in accordance with legal requirements.**

### NARRATIVE RESPONSE

- a. Describe when and by whom the technical standards were last reviewed and approved.

Technical Standards are reviewed by campus legal counsel annually. Any changes are reviewed and approved by the full Admissions Committee.

- b. Describe how the technical standards for admission, retention, and graduation are disseminated to potential and actual applicants, enrolled medical students, faculty, and others.

Technical standards are available on the MUJCESOM website: <https://jcesom.marshall.edu/admissions/>  
Applicants invited to interview are emailed technical standards in advance of the interview.

- c. Describe how medical school applicants and/or students are expected to document that they are familiar with and capable of meeting the technical standards with or without accommodation (e.g., by formally indicating that they have received and reviewed the standards).

Applicants for admission to MUJCESOM who are invited for an on-campus interview are required to certify on the day of their interview that they understand and are able to meet the technical standards described herein with or without reasonable accommodations. A description of any actual disability and the need for accommodations should not be disclosed at this time.

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 are able to meet the standards as described with or without reasonable accommodation.

### SUPPORTING DOCUMENTATION

1. The medical school's technical standards for the admission, retention, and graduation of applicants and students.

*Appendix 10.5-1 Technical Standards for Admission.pdf*

*Appendix 10.5-2 Technical Standards for Graduation.pdf*

*Appendix 10.5-3 Technical Standards for Interviewing BS/MD applicants.docx*

## 10.6 CONTENT OF INFORMATIONAL MATERIALS

**A medical school's catalog and other informational, advertising, and recruitment materials present a balanced and accurate representation of the mission and objectives of the medical education program, state the academic and other (e.g., immunization) requirements for the MD degree and all associated joint degree programs, provide the most recent academic calendar for each curricular option, and describe all required courses and clerkships offered by the medical education program.**

### NARRATIVE RESPONSE

- a. Describe how often informational materials about the medical education program are updated. How does the leadership of the medical education program ensure that the materials are accurate and timely?

The Office of Admissions works directly with the Office of Public Affairs to ensure that informational, advertising, and recruitment materials are aligned with admissions policies and the mission of the medical school. Materials are reviewed annually and edited to reflect changes in the policies and admission requirements.

- b. Describe how recruitment materials about the medical education program are made available (e.g., online, in the media, in hard-copy) to potential and actual applicants, career advisors, and/or the public.

Recruitment materials are made available online and in hard-copy. The Office of Admissions staff work with career advisors, faculty, and teachers from feeder colleges and high schools through recruiting visits during the spring and fall semesters. Informational packages are provided in hard copy to interested students, advisors, faculty, and teachers. Information is also shared via email for students who have contacted the Office of Admissions.

### SUPPORTING DOCUMENTATION

1. Any recruitment materials related to the medical school.

Appendix 10.6-1 2018 Accelerated BS/MD-Rackcard.pdf

Appendix 10.6-1 som\_admissionsbooklet\_diverse.pdf

Appendix 10.6-1 som\_admissionsbooklet\_FINAL.pdf

2. The current medical school academic bulletin or catalog. Indicate where in the bulletin/catalog, or other informational materials available to the public, the following information can be accessed:

- a. Medical education program mission and objectives
- b. Admission and completion requirements (academic and other) for the MD degree and joint degree programs
- c. Academic calendar for each curricular option
- d. Required course and clerkship descriptions

Appendix 10.6-2 Current Academic Bulletin.pdf

See website at [www.jcesom.marshall.edu](http://www.jcesom.marshall.edu)

## 10.7 TRANSFER STUDENTS

A medical school ensures that any student accepted for transfer or admission with advanced standing demonstrates academic achievements, completion of relevant prior coursework, and other relevant characteristics comparable to those of the medical students in the class that he or she would join. A medical school accepts a transfer medical student into the final year of a medical education program only in rare and extraordinary personal or educational circumstances.

### SUPPORTING DATA

<b>Table 10.7-1   Transfer/Advanced Standing Admissions</b>								
Provide the number of transfer students and students with advanced standing admitted from the program types listed below into the first, second, third, and fourth-year curriculum during the indicated academic years.								
	Year 1		Year 2		Year 3		Year 4	
	AY 2016-17	AY 2017-18	AY 2016-17	AY 2017-18	AY 2016-17	AY 2017-18	AY 2016-17	AY 2017-18
LCME-accredited, MD-granting medical school	0	0	0	0	0	0	0	0
AOA-accredited, DO-granting medical school	0	0	0	0	0	0	0	0
Non-LCME or AOA-accredited international medical school	0	0	0	0	0	0	0	0
Non-MD-granting graduate or professional degree program	0	0	0	0	0	0	0	0

### NARRATIVE RESPONSE

- a. Describe the procedures used for selecting applicants for transfer or for admission with advanced standing, including the procedures by which the medical school determines the comparability of the applicants' educational experiences and prior academic achievement to those of medical students in the class that they would join. List the criteria (e.g., GPA, USMLE scores, MCAT scores) that are considered in making the determination of comparability.

Transfer students will be considered for admission at the Marshall University Joan C. Edwards School of Medicine (MUJCESOM) as advanced standing students for compelling personal circumstances with good academic performance. Transfer spaces are limited by attrition, and shall be filled at the sole discretion of the Admissions Committee. Transfer students must be in good academic and professional standing at an LCME-accredited medical school.

In order to transfer into MUJCESOM with advanced standing, applicants must meet the following criteria:

#### **Eligibility:**

- Must have a "good standing" status (eligible to return) to their previous medical school, which must be a Liaison Committee on Medical Education (LCME) accredited school
- Must be a United States citizen or have a permanent visa
- Must be a legal resident of West Virginia, Kentucky, Maryland, Ohio, Pennsylvania, or Virginia, or have strong ties to the State of West Virginia as determined by the Admissions Office
- Must complete at least the last two years of the MUJCESOM curriculum

- Must provide an official United States Medical Licensing Examination (USMLE) Step 1 score report with a passing score in the 50<sup>th</sup> percentile or better. Board scores must be received by July 15<sup>th</sup> of the year in which the transfer student would be enrolled at MUJCESOM
- Must have met the course requirements as listed in the application materials
- Must be accepted and eligible to enter no later than the second 3<sup>rd</sup> year rotation

**Requirements:**

All applicants must provide the following for consideration:

- Completed application for Transfer with Advanced Standing or an updated AMCAS application, if available
- Official transcripts from all schools attended
- Letter of “good standing” status from previous medical school
- Letters of reference
  - References which must be provided:
    - Three written recommendations from professors who have taught the applicant in class are required. Two of these three references must be from professors in the area of basic science and one from a clinical faculty member who can attest to the applicant’s clinical and/or diagnostic skills.
    - Applicants should select professors who are familiar with them and can provide substantive comments regarding their academic career. Additional pertinent references are acceptable.
- Personal interview may be requested
- A \$100.00 nonrefundable application fee is required
- A Criminal Background Check will be required on all applicants

- b. Describe the role of the admission committee, members of the medical school administration, and others: (1) in determining if space and resources are available to accept transfers and (2) in making the decision to accept applicants for transfer or for admission with advanced standing.

Transfer spaces are limited by attrition and shall be filled at the sole discretion of the Admissions Committee.

- All application materials will be gathered and reviewed by the Office of Admissions.
- Applicants deemed acceptable may be invited for an interview by the Office of Admissions.
- Final decisions regarding admission will be made by the Admissions Committee.
- Accepted applicants are required to begin orientation by approximately mid-August.

- c. Describe how policies and procedures related to transfer/admission with advanced standing are made available to potential applicants for transfer and advanced standing and their advisors.

Students are made aware of the transfer/admission with advanced standing by instructing students to review the Transfer Student Policy that is on the Admissions/MD Program webpage under the title “Resources.”

- d. If the medical school admitted one or more transfer students to the final year of the curriculum during the past three years, describe the circumstances surrounding that admission decision.

Not applicable.

## **SUPPORTING DOCUMENTATION**

1. Medical school policies and procedures related to transfer and admission with advanced standing.

*Appendix 10.7-1 Transfer Student Policy.pdf*

## 10.8 VISITING STUDENTS

### A medical school does all of the following:

- Verifies the credentials of each visiting medical student
- Ensures that each visiting medical student demonstrates qualifications comparable to those of the medical students he or she would join in educational experiences
- Maintains a complete roster of visiting medical students
- Approves each visiting medical student's assignments
- Provides a performance assessment for each visiting medical student
- Establishes health-related protocols for such visiting medical students
- Identifies the administrative office that fulfills these responsibilities

### NARRATIVE RESPONSE

- a. Describe the procedures and criteria used by the medical school to determine if a potential visiting medical student has qualifications, including educational experiences, comparable to those of the medical students he or she would join in a clinical experience. Identify the medical school, university, or other office that is responsible for reviewing and making the decision about comparability.

**Visiting Medical Student Qualifications** – Medical students who wish to participate in elective rotations at MUJCESOM must attend and be in their final year at a Liaison Committee on Medical Education (LCME) accredited medical school or an osteopathic college of medicine accredited by the Commission on Osteopathic College Accreditation (COCA). Applications for a visiting student elective rotation will only be considered when all of the following application requirements have been submitted:

1. Letter of good academic standing signed by the Dean of Student Affairs or Academic Affairs
2. Provide a complete immunization form (AAMC Standardized Immunization Form) with proof of immunizations.
3. Provide proof of malpractice insurance. Coverage must extend for the entire period of the student's rotation at MUJCESOM.
4. Provide proof of personal health insurance. Coverage must extend for the entire period of the student's rotation at MUJCESOM.
5. Provide proof of complete HIPAA and OSHA training.
6. Provide a copy of their state issued ID or passport showing photo, expiration date, and a number (Driver's License number or passport number).
7. Transcript of medical education – Student must have successfully completed all core clerkships prior to the scheduled elective period.
8. Drug Screen completed within one year of the start date of the elective rotation.
9. Background Check completed within one year of the start date of the elective rotation.
10. Transcript documenting passage of USMLE Step 1 or COMLEX.
11. CV/Resume.

The above requirements must be met by all domestic visiting students via the AAMC Visiting Student Learning Opportunities Service (VSLO) (formerly VSAS). For international students, the required documentation is submitted in paper format, directly to the Office of Medical Education and reviewed in conjunction with the clinical department for which the visiting student is applying to.

**Review of Credentials** – Credentials submitted to VSLO by students requesting clinical experiences at JCESOM are reviewed by the Office of Academic Affairs and the clinical department for which the visiting student is applying to.

b. Describe the procedures by which the medical school grants approval for medical students from other medical schools to take electives at the institution. Include the following information in the description:

1. How the academic credentials and immunization status of visiting students are verified
2. How the medical school ensures that there are adequate resources (including clinical resources) and appropriate supervision at the site for both the visiting student and any of the medical school's own students
3. How the medical school ensures that a performance assessment is provided for each visiting student

### **1. How the academic credentials and immunization status of visiting students are verified**

For domestic students using VSLO, the home institution must certify the eligibility requirements within the VSLO system. For international visiting students, a letter from the Dean of the student's school must certify that requirement eligibility information to be accepted.

Immunization status for both domestic and international visiting students are reviewed by the Clinical Coordinator in the Division of Occupational Health and Wellness.

### **2. How the medical school ensures that there are adequate resources (including clinical resources) and appropriate supervision at the site for both the visiting student and any of the medical school's own students**

Clerkship and elective coordinators from each clinical department determine the maximum number of students that may be accommodated during the elective period. The number of students per elective rotation may vary throughout the academic year based on clinical volumes and faculty resources and availability. Clerkship and elective coordinators have the final approval to determine availability for visiting student rotations. If the clinical department offers an elective rotation to a domestic visiting student, the coordinator markets the elective as approved in VSLO. Once approved by the department, the Office of Academic Affairs will notify the visiting student of the offer via the VSLO Service. The same applies if the application is denied.

### **3. How the medical school ensures that a performance assessment is provided for each visiting student**

The clinical department which the visiting student rotates in is responsible for collecting the student's home school evaluation form from either the student or VSLO. If no form is available from the student, a paper evaluation will be sent at the request of the home school institution.

c. Identify the medical school or university staff member(s) who is/are responsible for maintaining an accurate and up-to-date roster of visiting medical students.

The Office of Academic Affairs is responsible for maintaining an accurate roster of visiting students. The Registrar for JCESOM maintains an actively updated roster of all visiting students who have applied and been offered elective rotations via VSLO. The Registrar has access to the electronic files uploaded to VSLO, as well as the Program Assistant to the Office of Medical Education. International students are added to a roster maintained by the Program Assistant to the Office of Medical Education and hard copy files are maintained in the Office of Medical Education. International students will be added to the roster maintained by the Registrar as needed.

All visiting students are added to the JCESOM student database under the category of "Visiting Students" and then scheduled in our JCESOM Student Scheduling system. The Student Scheduling system is maintained by the Registrar and Chief Information Officer.

## **SUPPORTING DOCUMENTATION**

1. List the types of information included in the roster of visiting medical students (provide a standardized template for the roster, if available).

*Appendix 10.8-1 Visiting Student Profile 2018-2019.pdf*

*Appendix 10.8-1 Visiting Student Roster De-Identified 2017-2018.xlsx*



## 10.9 STUDENT ASSIGNMENT

**A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.**

### NARRATIVE RESPONSE

- a. Describe the timing and process for medical student assignment to an instructional site or parallel curriculum in the following circumstances, as relevant. In the description, include when, how, and by whom the final decision about assignment is made. Note the ability of students to select or rank options.
1. A clinical site (e.g., a hospital) for an individual clerkship
  2. A regional campus that includes only the clerkship (clinical years) phase of the curriculum
  3. A regional campus that includes the pre-clerkship phase of the curriculum or all years of the curriculum
  4. A parallel curriculum (“track”) located on the central medical school campus or at a regional campus

#### **1. A clinical site (e.g., a hospital) for an individual clerkship**

Students are expected to complete the entirety of the third-year curriculum at their assigned clinical rotations at our affiliated clinical sites.

Students are expected to complete the entirety of the Year 3 curriculum at their assigned clinical rotations at our affiliated clinical sites, all of which are in a fairly tightly defined geographic area near the core campus and within the Huntington area. During the registration process, students are able to indicate preferences in clerkship sites.

#### **2. A regional campus that includes only the clerkship (clinical years) phase of the curriculum**

Not applicable – MUJCESOM does not have regional campuses.

#### **3. A regional campus that includes the pre-clerkship phase of the curriculum or all years of the curriculum**

Not applicable – Students complete the entirety of the first and second year curriculum on the Huntington campus.

#### **4. A parallel curriculum (“track”) located on the central medical school campus or at a regional campus**

Not applicable – No parallel track/curriculum

- b. Describe if, in any of the circumstances above, medical students have the opportunity to negotiate with their peers to switch assignment sites or tracks after an initial assignment has been made but before the experience has begun.

Not applicable – MUJCESOM does not have regional campus sites/tracks.

- c. Describe the procedures whereby a student can formally request an alternative assignment through a medical school administrative mechanism either before or during his or her attendance at the site / in the track. Describe the criteria used to evaluate the request for the change and the individual(s) tasked with making the decision. Describe how medical students are informed of the opportunity to request an alternative assignment.

Not applicable – MUJCESOM does not have regional campus sites/tracks.

#### **SUPPORTING DOCUMENTATION**

1. Medical school policy/procedure allowing a medical student to formally request an alternative educational site or curriculum assignment.

See Appendix *10.9-1 Alternative Site-Assignment Request.docx (Not Applicable)*