Screening Accepted Students in the MD Degree Prior to Matriculation

The West Virginia University School of Medicine (WVU SoM) has an obligation to ensure that the public is protected from potential harm. Therefore, our incoming medical students must be evaluated for unfavorable legal actions prior to matriculation. Matriculation is defined as attendance at the first day of medical school and indicated in the academic calendar as the first day of the professional development course. After acceptance and prior to matriculation, accepted students must maintain high academic standards and professionalism, as defined in the WVU SoM Student Code of Academic and Professional Integrity for the MD Degree Program Policy and program competencies. The Rescission Committee reviews accepted students' academic performance, professionalism, and conduct throughout the application process, after acceptance, and through matriculation. The WVU SoM Rescission Committee is composed of 5 individuals including the Dean for Admissions, plus Committee on Admissions (COA) members and Student Services deans appointed by the Dean for Admissions. If during the pre-matriculation period an accepted student engages in professional or legal indiscretions, fails to maintain a high level of academic performance, and/or fails to disclose the indiscretions or academic decline, then the student's acceptance to the WVU SoM may be rescinded. The process to screen accepted students in the MD Degree prior to matriculation is as follows:

1. Accepted students will be sent a notification prior to matriculation asking them to review the WVU SoM handbook and all polices, including but not limited to the West Virginia University School of Medicine Policy on Academic and Professional Standards Governing the M.D. Degree Program and the Functional Technical Standards policy. Accepted students must sign a statement acknowledging they have read, understand, and agree to abide by the policies and return it to Student Services by the designated deadline. If students are unclear about the policies or have questions, they are directed to contact the Dean for Admissions, a Student Services Dean, or the Committee on Academic and Professional Standards (CAPS) Chair prior to signing the acknowledgements. The Rescission Committee may rescind an acceptance if a student fails to complete the policy acknowledgements by the deadline.

2. Accepted students must submit to and arrange for a criminal background check with a service approved by Student Services prior to matriculation. This service will screen for criminal charges, pleas, and/or convictions with results released to Student Services. The Rescission Committee may rescind an acceptance for students who fail to submit to a criminal background check. If criminal events are identified in the background check, the student will be notified in writing and asked to provide a written explanation to the Dean for Admissions about the criminal event. Failure to provide a written explanation by 11:59 PM of the 5th working day from the request may result in rescission. After receipt of the student's explanation, the Dean for Admissions will present the information to the entire Rescission Committee, who will discuss the matter. The Rescission Committee will prepare a report detailing findings based on all available information

obtained from the meeting. The report will be submitted to the Associate General Counsel for review. Based on the findings, this group may decide by a simple majority to rescind the acceptance based on the obligation to protect the public.

3. Students are required to report to the Dean for Admissions in writing with any charges, pleas, and/or verdicts that may have occurred before matriculation and after the completed background check. The student must disclose this information no later than 11:59 PM of the 5th working day from the time of the event. After receipt of the student's explanation, the Rescission Committee will meet with the student to discuss the matter. The Rescission Committee will prepare a report detailing findings based on all available information obtained. The report will be submitted to the Associate General Counsel for review. Based on the finding, this group may decide by a simple majority to rescind the acceptance under the obligation to protect the public.

4. All types of legal and other indiscretions that are identified and/or which occur after a student matriculates will be addressed by the CAPS and managed by the procedures outlined in the policies of the CAPS. In the instance of incoming medical students who are accepted from the waitlist within a short time frame before matriculation, results of their background checks must be available for review by a Student Services dean no later than one week prior to the first term meeting of CAPS.

5. Any student may be asked for an updated criminal background check after matriculation during their enrollment in the MD degree curriculum.

This policy may be amended and approved by a simple majority vote of the COA.

This policy will be reviewed periodically by the COA and the Dean for Admissions for the MD Degree to ensure it is in keeping with current WVU SoM and AAMC standards.

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