

University of Louisville

Post-Baccalaureate Pre-med Program for Career Changers

Program Expectations and Guidelines

Fall 2021 - Spring 2022 Academic Year

Please be sure to review [Technical Standards](#) for the University of Louisville School of Medicine and for other medical schools of interest. *"Technical standards provide criteria against which candidates for admission, retention, promotion and graduation from the School of Medicine can be assessed as the faculty operating through its committees exercises its judgment in selecting, retaining, promoting and graduating students."*

We are still in the midst of an ongoing pandemic and conditions may change during the academic year, resulting in revisions being made to our program expectations and guidelines. You will be notified of any changes.

Our Purpose

- This program is twofold; *academic and enrichment*. The academic component allows you to complete your pre-med requirements for medical school and prepare for the medical college admission test (MCAT).
- The enrichment component provides extracurricular activities and experiences to further prepare and enhance your skills as an aspiring medical student and physician.

Our Commitment to You

A seat in our entering medical school class at the University of Louisville School of Medicine awaits you!

Your active involvement and success in our program is crucial for you to receive that seat and to be considered at additional medical schools. **Please take this opportunity seriously.** Our office is here to assist you each step of the way through your entire pre-med journey to become the physician you always wanted to be!

Our Expectation

Our expectation is for you to succeed academically with the required pre-med course work and to maintain regular attendance and participation in our extracurricular activities for the duration of the program (two years).

The Academic Component

To complete our program and retain assured admission once accepted to the University of Louisville School of Medicine; you must earn the required 3.5 cumulative GPA with a minimum of 30 credit hours taken at U of L during the two-year period. **We will not round up your GPA** (3.49 isn't acceptable).

Only course work taken while in the program will be counted and included in your cumulative GPA (e.g., course work from fall 2021 semester – spring 2023 semester).

There is specific criteria to gain and retain [assured admission](#). You will be notified prior to your medical school application cycle if any revisions or additions have been made to the current assured admission protocol.

Keep in mind that once you begin the program, your course work must be taken at U of L. **Visiting student status** requires *special permission* from the Program Advisory Committee and requires extenuating circumstances. **It is not a regular practice of our program.**

30 or more credit hours must include your pre-med requirements for the U of L School of Medicine and any additional upper level science courses (e.g., Bio 330 – Genetics and Molecular Biology) taken. Keep in mind that upper level science courses are *encouraged* not *required*. However, if you need more hours to meet your 30-credit hour minimum, then you will have to take additional science or math courses.

Non-science and non-required courses such as psychology or sociology are not counted in the program hours or GPA. However, if you need to take an English class to meet a pre-med requirement that will be counted.

Any pre-med course work taken at U of L or another institution prior to starting our program isn't included in the program hours or GPA. We only count hours and grades earned while in our program. The minimum hours you can take each semester is six credit hours. **Summer courses are optional.**

* If you can't maintain six credit hours or more during the fall or spring semester please provide an explanation (e.g., financial) and consult with the Program Director to discuss your two year program plan. There is an exception if you have six hours or less remaining to complete the program or taking summer courses.

Penalty for At Risk Academic Performance

- If your cumulative GPA drops below a 3.3, you will be placed on academic probationary status and contacted by the Program Director to discuss an academic improvement plan.
- If your *semester or cumulative* GPA doesn't meet the 3.3 the following semester then the Program Advisory Committee will determine whether or not you will be dismissed due to your academic performance.

- If your GPA is above a 3.3. but doesn't meet the required 3.5 cumulative GPA at the conclusion of the program; but you did complete your required credit hours and pre-med course work, you will be recognized for participating in our program. However, our records will indicate that you didn't meet the GPA requirements to officially graduate.
- You may still attend the graduation ceremony and will receive a Certificate of Participation versus a Certificate of Completion. **This would disqualify you from further consideration for assured admission. However, you can still be considered for the general applicant pool if final decisions haven't been made yet regarding acceptances, denials or waitlist.**

We are still in the midst of an ongoing pandemic. We have extracurricular activities planned, however if you feel sick, have a fever or have been exposed to COVID-19, please stay home. Please notify our office of your absence.

The Extracurricular Component:

- Maintaining active involvement in our program is important and illustrates your commitment. We monitor your attendance throughout the semester.
- You're expected to participate in the extracurricular component which includes **required** and *optional* activities; group service projects, monthly enrichment sessions, enlightenment sessions, teambuilding, etc.

Penalty for Non-participation

Inconsistent participation, unexcused absences or lack of involvement will be addressed by the Program Director to resolve the situation and could result in probationary status. Probationary status is basically a warning that you are not meeting the extracurricular and/or academic requirements and would need to improve.

Continued lack of involvement may lead to your situation being discussed by the Program Advisory Committee and put you at risk of being dismissed from the program. ***Dismissal from the program would disqualify you from a committee letter and assured admission consideration.*** Pending the circumstances, a letter of recommendation may still be provided.

The Fall 2021 and Spring 2022 Schedule

If any changes arise in the schedule, you will be notified via the listserv and posting on our [website](#) under [Current Students](#). **Please note:** *If the university is closed due to inclement weather or other reasons, our activity may be postponed/cancelled or moved to a virtual platform if possible.*

Enrichment Sessions

There are monthly enrichment sessions scheduled each semester on designated Saturdays from 10:00-

Noon. There are two sessions; one at 10:00-11:00 and the other from 11:00-Noon. You are required to attend both, whether you must join late or leave early.

- Circumstances may *occasionally* arise that interfere with you staying for both sessions. If that occurs and you're only able to stay for one of the sessions, we will count your attendance.
- If you must miss both sessions, please contact Shonna, shonna.boyd@louisville.edu. She maintains the attendance and participation roster.

Enlightenment Sessions

These one hour sessions are held periodically during the semester. Dates and times to be determined. These one hour sessions are optional but strongly encouraged. You will be asked to **RSVP** to give us an idea of how many students to expect. These sessions may be used to make up for one missed enrichment session.

Please Note: *In order for your attendance to replace a missed enrichment session, you are supposed to stay the entire hour. If you are unable to stay the entire hour, the minimum you can stay for it to count is 30 minutes.*

Group Service Projects

There are required and *optional* group service projects each semester. If you unable to participate in a required project, you can make up for it by participating in an *optional* or *additional* service project.

Please note: *In regards to a separate volunteer opportunity that you may already be involved in, this is only counted **once** if you're unavailable for a required or optional group service project. The separate activity must be documented by a Volunteer Coordinator or an administrator from the organization where you're volunteering.*

Shadowing

Clinical exposure is important in preparation for medical school. Due to COVID-19 restrictions and limited shadowing opportunities, shadowing is encouraged but will not be required this semester. You can shadow at your discretion and keep it documented for our records.

Please note: *There are some optional shadowing appointments available in primary care that can be arranged through Ms. Kim Mapp, Health Initiatives Manager for the North West Area Health Education Center. Please contact her at kmapp@FHCLOUISVILLE.ORG or call 502-772-8184 (direct).*

Additional shadowing opportunities will be announced over the listserv or sent directly to you based on your areas of interest. It will include physicians that you may contact directly. Some may require for our office to arrange them.

You may also arrange your own shadowing appointments with contacts you already have. Be sure to document your shadowing. Please share your contacts if physicians are receptive!

Please note: *If you currently work in a health profession (e.g., Nursing, EMT, etc.), you still need to shadow outside of your job. For example, when you're not working a shift, spend a few hours shadowing one of the physicians at work or at another facility.*

In addition to physicians, you can shadow a physician assistant or nurse practitioner.

Follow up Consultations

- ❖ Each semester you're required to schedule a follow-up consultation prior to pre-registration for the fall, spring and summer semesters.
- ❖ Students in their final semester are required to have an exit consultation to finalize their credentials to graduate from the program. The dates for follow-ups will be announced for you to schedule. There is a follow-up form for you to complete prior to the consultation.
- ❖ Consultations usually take 30 minutes and can be done virtually, over the phone or in person (must wear a mask).
- ❖ The consultations are conducted by the Program Director, however, per your permission, the Program Coordinator may also be present. You will be notified ahead of time.

Lines of Communication

Students are encouraged to maintain open communication with our staff. If there are any issues you encounter or concerns you may have while in the program, please contact either the Program Director or Program Coordinator.

Dismissal

If efforts to improve grades or program participation are not successful after being warned and put on probation, it is possible for a student to be dismissed from the program. This is decided by the Program Advisory Committee. *Earning F grades that substantially impact your GPA to the point of not being able to rebound enough to attain a 3.5 cumulative GPA within the two year time span, may result in dismissal without a warning or probation.*

Withdrawal

If you wish to withdraw from the program, please notify the Program Director, preferably in writing with a brief explanation (e.g. lost interest in medicine).

Leave of Absence

If an unforeseen situation arises (e.g., medical/maternity leave, family emergency, etc.) that may require a leave of absence, you must provide your request in writing with an explanation and an estimate amount of time you will need (e.g., the rest of the semester or the entire semester).

- ❖ The Program Advisory Committee will determine whether or not your leave request is approved to hold your spot for a specified amount of time.
- ❖ If approved and you do not return before/by the specified amount of time, it can result in dismissal from the program.

Extension Request

Our program allows you two years (approximately 5 semesters) to complete your pre-med course work (e.g., Fall 2021 – Spring 2022). A minimum of six hours per semester is required for the fall and spring semesters. Summer courses are optional. If an extension is needed due to unforeseen circumstances, it must be requested in writing for the Program Advisory Committee to determine approval or not.

If an extension is approved, it will not exceed one semester from the initial graduation date, with the exception of summer. For example, if you are scheduled to graduate in May 2022 and are granted an extension, you must graduate by December 2022. If your course work isn't completed within that extended period of time, it can result in dismissal from the program and no longer being considered for assured admission.

Residency

Out of state applicants accepted into our program are considered an out of state student for medical school consideration at the University of Louisville School of Medicine; unless special circumstances have been approved by both the Residency Office and the U of L School of Medicine Admissions Office. **Please note:** *Southern Indiana residents from designated counties may receive the [reciprocity agreement](#) for undergrad courses but not for professional school.*

Once accepted to our program, out of state students should have received a Non-Resident Admissions Policy form to sign, indicating the policy regarding out of state students in our program and their non-residency status for our medical school.

For further information about residency status, please call 502-852-6528 or visit their [website](#). You may contact the U of L School of Medicine for more clarification at 502-852-5193.

Violations or Disciplinary Action

While in our program, if you are arrested or have disciplinary action taken against you, the Program Director should be informed. Our Program Advisory Committee submits a committee letter of recommendation on your behalf. To endorse you as an applicant, we need to be aware of any charges or situations that may have occurred while in our program that may jeopardize your acceptance. Once accepted to medical school, most medical schools perform a criminal background check.

Keep in mind that on the U of L Secondary Application there is a section regarding violations. It states that, ***“Any discrepancies between the applicants’ and students’ self-report information on AMCAS***

and school-specific application materials and the information contained in the formal criminal background report may jeopardize acceptance or the continued enrollment.”

Assured admission candidates may still gain admission to the University of Louisville School of Medicine if all requirements are met. However, a separate committee with the U of L School of Medicine is responsible for reviewing all accepted applicants who have violations on their criminal background check to determine if their acceptance or enrollment will be maintained or rescinded.

Program Advisory Committee Members

Our Program Advisory Committee includes, Dr. Faye Jones, Assistant VP of Health Affairs – Diversity Initiatives and Interim Senior Associate VP of the Office of Diversity and Equity; Sharon Gordon, Student Success Coordinator for the U of L School of Medicine; Tana Didelot, Assistant Director of Admissions, U of L School of Medicine, Shonna Wagner, Program Coordinator and Tonia D. Thomas, Program Director.

Assured Admission Committee

Our Assured Admission Committee includes Dr. Stephen Wheeler, Associate Dean of Medical School Admission and Admissions Committee Chair; Jennifer Coffey, Director of Medical School Admissions; Dr. Faye Jones, Assistant VP of Health Affairs – Diversity Initiatives and Interim Senior Associate VP of the Office of Diversity and Equity and Tonia D. Thomas, Program Director.

Office Staff

- Program Director, Tonia D. Thomas, tonia.thomas@louisville.edu, 502-852-2712
- Program Coordinator, Shonna Boyd Wagner, shonna.boyd@louisville.edu, 502-852-2879

Office Hours

- Monday – Friday, 8:00 - 4:30 p.m. *You will be notified of any changes

Please note: Shonna is remote primarily MW and F. In person hours are usually 9:00-1:00 p.m. on Tuesdays and Thursdays.

*Walk-ins are welcome, *but appointments are preferred to ensure that we're in the office.* You may also call, e-mail or schedule a virtual session with either of us.

Office Location

Gardiner Hall, College of Arts & Sciences, Lower level 08. Enter through the handicap accessible door in the back of the building. Go to the door on your left and down the stairs. If you enter from the front main doors, you'll be sent downstairs.

Grievance

Please consider the following protocol should you have a grievance with the program or its staff:

1. Meet with the Program Director regarding your concern or provide your grievance in writing for the Program Director to review and discuss.
2. Meet with Dr. Faye Jones, Assistant VP of Health Affairs, Diversity Initiatives and Interim Senior Associate VP of the Office of Diversity and Equity or provide your grievance in writing for her to review and discuss, 502-852-7159 or vfjone01@louisville.edu.
3. Contact another university official. Please see below.

Student Grievance Officer

Dr. Joy Hart, joy.hart@louisville.edu , 502-852-6293
<http://louisville.edu/dos/help/studentgrievance>

Student Advocate Office

Samantha MacKenzie, advocate@louisville.edu, 502-852-5787
<http://louisville.edu/dos/help/studentadvocate/>

If you have a grievance with a professor or instructor you should consider the following:

- Share your grievance with the professor or instructor by sending an e-mail or scheduling to meet with them. ***Please note:** *Keep it professional and don't burn a bridge.*
- Share your grievance with their Department Chair if you're unable to communicate or receive a response from the professor or instructor.
- Contact Danielle Dolan, Assistant Dean of Arts & Sciences Advising, 502-852-4115 or Danielle.dolan@louisville.edu.
- Contact the Dean of Arts & Sciences Office, Dr. Linda Fuselier, Associate Dean for Undergraduate Education, linda.fuselier@louisville.edu or 502-852-2245.
- Contact the Student Grievance Office or Student Advocate Office (contact information above)

Remember to complete the class evaluations each semester to share your comments, concerns and grievances, so that it can be recorded.

Other Offices to assist you:

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| ➤ <u>Financial Aid</u> | <u>Registrar's Office</u> | <u>Bursars Office</u> |
| ➤ <u>Counseling Center</u> | <u>Health Promotions</u> | <u>Campus Health Office</u> |
| ➤ <u>REACH</u> | <u>Student Affairs</u> | <u>Cultural and Equity Center</u> |
| ➤ <u>College of Arts & Sciences</u> | <u>School of Medicine</u> | <u>HSC Office of Diversity and Inclusion</u> |

Thanks for being in our program! Wishing you a successful journey!