



# Department of Defense INSTRUCTION

NUMBER 6010.20

June 17, 1997

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ASD(HA)

SUBJECT: Admission Procedures for the Uniformed Services University of the Health Sciences (USUHS)

- References: (a) [DoD Directive 6010.7](#), "Admission Policies for the Uniformed Services University of the Health Sciences (USUHS)," November 12, 1997
- (b) DoD Directive 5105.45, "Uniformed Services University of the Health Sciences," April 19, 1991
- (c) DoD Directive 6130.3, "Physical Standards for Appointment, Enlistment, and Induction," May 2, 1994
- (d) DoD Directive 5200.2, "Department of Defense Personnel Security Program (DoDPSP)," May 6, 1992
- (e) Title 10, United States Code

## 1. PURPOSE

This Instruction implements policy, assigns responsibilities, and prescribes procedures under reference (a) for the selection of matriculants to the F. Edward Hébert School of Medicine (SOM) programs and the Graduate School of Nursing (GSN) program at the USUHS.

## 2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, and the USUHS.

2.2. The Department of Defense Medical Examination Review Board

(DoDMERB).

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

### 4. POLICY

Under reference (a) the SOM admits students (Medical Officer Candidates) to the Doctor of Medicine (M.D.) program and to non-M.D. degree-granting graduate programs. The GSN admits registered nurses into one of several advanced nursing practice tracks. The USUHS shall adhere to the principle of equal educational opportunity for all. Careful consideration shall be given to all available information about each applicant, and students shall be selected without regard to race, sex, color, creed, religion, national origin, marital status, or State of residence.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall ensure that the President, USUHS, under reference (b), shall:

5.1.1. Develop and prescribe formal application procedures for admission to the F. Edward Hébert SOM programs and the GSN, consistent with the provisions of this Instruction.

5.1.2. Select candidates for admission to USUHS programs, in accordance with the procedures prescribed in this Instruction.

5.1.3. Coordinate, as required, with the Secretaries of the Military Departments, or their designees, to ensure the proper administration of the admissions process.

5.1.4. Monitor, review, and evaluate the admissions process to ensure its effectiveness and efficiency, and make recommendations, as required, for the revision of the procedures prescribed herein.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Approve or disapprove requests of military personnel who want to apply to one of the SOM programs or the GSN, as prescribed herein.

5.2.2. Carry out established requirements and ensure that the suspense dates for accomplishing these actions are met.

5.2.3. Designate a representative in their respective areas to be responsible for overseeing and coordinating confirmation requirements. Names of designees and any changes in designations shall be furnished to the appropriate Dean or Associate Dean.

5.2.4. Ensure coordination of proposed implementing regulations with the USUHS.

## 6. PROCEDURES

### 6.1. F. Edward Hébert SOM, Doctor of Medicine (M.D.) Program

#### 6.1.1. Admission Requirements

6.1.1.1. The SOM shall consider applications for admission to the M.D. Program from persons who:

6.1.1.1.1. Are citizens of the United States.

6.1.1.1.2. Are at least 18 years old at the time of matriculation, but no older than 30 as of June 30th in the year of admission (civilians and enlisted personnel). The age of any student who has served on active duty as a commissioned officer in the Uniformed Services may exceed the age limit by a period equal to the time served on active duty, provided the student is no older than 35 as of June 30th in the year of matriculation.<sup>1</sup>

6.1.1.1.3. Meet the requirements for holding a commission in the Uniformed Services.

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<sup>1</sup> The age limits for entrance parallel those governing appointment in the Regular Medical Corps of the Armed Forces (Section 532 of 10 U.S.C. (reference (e))). Those applicants not meeting these age requirements may request a waiver provided they have been conditionally offered an acceptance. Requests for waivers are sent to the Assistant Dean for Admissions and Academic Records to be forwarded with the conditional acceptance to the Assistant Secretary of Defense for Health Affairs (ASD(HA)) for coordination with the respective Service for approval or nonapproval of the age waiver.

6.1.1.1.4. Are of sound moral character.

6.1.1.1.5. Have taken the Medical College Admissions Test (MCAT) within three years of desired matriculation.

6.1.1.1.6. Meet the physical qualifications and security requirements for a Regular commission in the Uniformed Services.

6.1.1.1.6.1. Standards of medical fitness for commissioning in the Uniformed Services are prescribed in DoD Directive 6130.3 (reference (c)).<sup>2</sup>

6.1.1.1.6.2. Security requirements for commissioning in the Military Departments are prescribed in DoD Directive 5200.2 (reference (d)).

6.1.1.2. The Dean, SOM shall review all M.D. candidate applications and conditionally select candidates to fill available class spaces. Those conditionally selected shall be the best qualified applicants based on aptitude, intelligence, maturity, personality, emotional stability, interest, diligence, stamina, enthusiasm, motivation for a medical career in the Uniformed Services, and other relevant factors consistent with the practices followed by other professional training institutions.

6.1.1.3. Only the most promising and best qualified of the applicants shall be accepted for admission to the M.D. Program. In making admissions decisions, the school will adhere to the principle of equal educational opportunity for all.

6.1.1.4. While enrolled in the M.D. Program, students shall serve on active duty as Reserve commissioned officers, pay grade 0-1, with full pay and allowances for that grade, in one of the Uniformed Services. The Uniformed Service of assignment is to be determined under the procedures established by the Secretaries of the Military Departments and the ASD(HA) in coordination with the President of the University. An applicant's preferences shall be honored to the extent possible in making Service assignments. To ensure the makeup of each class is equitably constituted, students shall be assigned proportionally to the three Military Departments based on projected end strengths of the individual Medical Corps at the time of graduation.

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<sup>2</sup> Some medical requirements can be waived for applicants who are otherwise highly qualified. A request for waiver of a disqualifying factor may be submitted to the Assistant Dean for Admissions and Academic Records, SOM. Applicants, who have been approved for a conditional offer by the Dean, will go to the ASD(HA) and the specific Service for subsequent consideration of a waiver.

6.1.1.5. Upon satisfactory completion of the medical school program, graduates shall, if qualified, be tendered appointments in a Regular component, except as provided in Section 2115 of 10 U.S.C. (reference (e)).

6.1.1.6. If disenrolled from the school for deficiencies in conduct or studies, or for other reasons, the student shall immediately be referred for disposition to the appropriate Military Department or the Department of Health and Human Services, which shall have the prerogative of either:

6.1.1.6.1. Requiring the individual to fulfill the incurred service obligation, as stated in DoD Directive 5105.45 (reference (b)), by performing duty in some appropriate capacity, as determined by the Secretary concerned. (In no case shall any such member be required to serve on active duty for any period in excess of a period equal to the period they participated in the program, except that in no case may any such member be required to serve on active duty less than one year.); or

6.1.1.6.2. Waiving the individual's service obligation, if such action would be in the best interests of that Service. (Such a waiver shall not relieve the individual from any other active-duty obligation imposed by established law.) Individuals whose service obligation is waived may, at the discretion of the Secretary of the Military Department concerned, be required to reimburse the Government for all or a part of the tuition and other educational costs incurred. However, a member of the medical school program may not be relieved of a service obligation solely because the individual is willing and able to reimburse the Government for all educational expenses.

6.1.1.6.3. A medical student graduate of the School who is relieved of his or her active-duty service obligation before the completion of that active-duty service obligation may be given, with or without the consent of the graduate, any of the following alternative obligations, as determined by the Secretary of the Military Department concerned:

6.1.1.6.3.1. A service obligation in another Armed Force for a period of time not less than the member's remaining active duty service obligation.

6.1.1.6.3.2. A service obligation in a component of the Selected Reserve for a period not less than twice as long as the member's remaining active duty service obligation.

6.1.1.6.4. In addition to the alternative obligations specified in

subparagraph 6.1.1.6.3. above, if the member is relieved of an active duty obligation by reason of the separation of the member because of a physical disability, the Secretary of the Military Department concerned may give the member a service obligation as a civilian employee employed as a healthcare professional in a facility of the Uniformed Services for a period of time equal to the member's remaining active duty obligation.

6.1.1.7. A period of time spent in military intern or residency training shall not be creditable in satisfying a commissioned service obligation.

## 6.1.2. Application Procedures

### 6.1.2.1. Application

6.1.2.1.1. Civilians. Civilians seeking admission to the SOM M.D. Program shall make direct application following instructions published in the SOM Bulletin. The SOM participates in the American Medical College Application Service.

6.1.2.1.2. Military Personnel. Formal application requirements shall be the same as those for civilians except that military personnel must have approval, in writing, from their Military Department or sponsoring component before submitting a formal application to the SOM for admission. The individual applicant shall initiate the request for approval to apply through the appropriate Service channels. The Secretaries of the Military Departments, or their designees, shall consider the criteria in subparagraphs 6.1.1.1.1. through 6.1.1.1.4. and 6.1.1.1.6., above, as the basis for approving or disapproving such requests. An information copy of each approval shall be forwarded to the SOM, USUHS, Attn: Assistant Dean for Admissions and Academic Records. The SOM shall not take final action on a military person's application until official approval is received from the Military Department concerned.

6.1.2.2. Conditional Selection of Candidates for Admission. The SOM shall extend a conditional offer of acceptance to those applicants who have met the admission criteria as stated in subparagraphs 6.1.1.1. through 6.1.1.3., above, following the recommendation of the Admissions Committee and the approval of the Dean, SOM.

6.1.2.3. Notification of Conditional Selection for Admission. The SOM shall notify selectees in writing of their conditional selection for admission,

with the stipulation that the conditional acceptance is subject to review and confirmation by the sponsoring services; i.e., having successfully completed and passed a physical examination and security background check.

#### 6.1.2.4. Confirmation of Conditional Selectees

6.1.2.4.1. The names and relevant credentials of selectees shall be referred by the SOM to the Secretaries of the Military Departments, or their designees.

6.1.2.4.2. The Secretaries of the Military Departments, or their designees, shall initiate necessary actions (records check, physical examinations, and National Agency Checks, as required) to determine whether or not the selected candidates are qualified for commissioning. Physical examinations for military personnel, if required, shall be performed at the individual's supporting military medical facility and reviewed by the DoDMERB. Physical examinations for civilians shall be scheduled and reviewed by the DoDMERB, in accordance with current procedures and policies. Secretaries of the Military Departments, or their designees, shall advise the SOM as to the acceptability for commissioning of candidates or reasons for those found not qualified.

#### 6.1.2.5. Unconditional Selection of Candidates for Admission.

Individuals who pass both the physical examination and the security background check receive unconditional (final) acceptance to the SOM M.D. Program. Individuals not meeting commissioning standards are ineligible to matriculate.

#### 6.1.2.6. Notification of Unconditional Selection for Admission.

As soon as candidates are approved for commissioning by their appropriate Service component, they shall be advised in writing by the SOM that they are unconditionally accepted for admission to the M.D. Program.

### 6.1.3. Academic, Intellectual, and Personal Requirements for Admissions to the First-Year Class

6.1.3.1. Admission to the SOM of the USUHS is on a competitive basis, with selection predicated on evidence of sound character and high motivation for a career in the Medical Corps of the Uniformed Services and evidence of sufficient intellectual ability and preparation to undertake successfully the study of medicine.

6.1.3.1.1. Academic Requirements. Recognizing that Service medicine desires individuals with a wide variety of interests and talents, the SOM

welcomes applications from individuals with a diversity of educational backgrounds. However, there are certain specific academic requirements that are requisite for admission. These are as follows:

6.1.3.1.1.1. College Preparation. All applicants must have attained a baccalaureate degree from an accredited academic institution before to matriculation.

6.1.3.1.1.2. Prerequisite Course Work. Area of specialization in college is not a limiting factor in gaining admission to the School, but a strong foundation in the sciences basic to the study of medicine is a requirement for all entering students. The minimum science prerequisites for entrance are:

6.1.3.1.1.2.1. Chemistry (Inorganic or General). One academic year including appropriate laboratory.

6.1.3.1.1.2.2. Organic Chemistry. One academic year including appropriate laboratory.

6.1.3.1.1.2.3. Calculus. One semester.

6.1.3.1.1.2.4. Physics. One academic year including appropriate laboratory.

6.1.3.1.1.2.5. Biology. One academic year including appropriate laboratory.

6.1.3.1.1.2.6. English. One academic year.

(An academic year of course work equates to that course work that extends over a two-semester or three-quarter period and carries a total credit of between 6 to 8 semester hours or 9 to 12 quarter hours. No application will be considered unless the applicant has completed the science prerequisites or is in the process of completing the last 8 semester hours (or 12 quarter hours) of these courses at time of making application. Preference generally will be shown to applicants who have had some college course work in the humanities and/or the social and behavioral sciences, as well as the minimum science prerequisites. These disciplines complement the study of medicine, contributing to an understanding of human behavior both in sickness and health.)

6.1.3.2. Test Requirements. Applicants for admission are required to



have taken the MCAT within three years of desired matriculation.

6.1.3.3. Evidence of Character and Motivation. Judgments about character and motivation shall be based on letters of reference, personal statements, evaluation reports, personality inventories, interviews, and such other credentials and/or techniques necessary to assess thoroughly the non-cognitive nature and potential of the aspirant. The SOM shall take the initiative in gathering data upon which to make noncognitive assessments of applicants.

6.1.4. Advanced Standing and Transfer The SOM only admits M.D. candidates to the First-Year Class and does not have an advanced standing program. An individual who has received the Doctor of Dental Science or Surgery, Doctor of Medical Dentistry, Doctor of Philosophy, Doctor of Osteopathy, or Doctor of Veterinary Medicine degrees, or candidates for these degrees, will only be considered for admission to the freshman class.

6.1.5. Central Point of Contact The Assistant Dean for Admissions and Academic Records, USUHS, is designated as the central point of contact for matters pertaining to the admission procedures.

6.2. F. Edward Hébert School of Medicine (Graduate Programs other than Doctor of Medicine)

6.2.1. General

6.2.1.1. Admission to graduate study may lead to the Doctor of Philosophy (Ph.D.), or Doctor of Public Health (Dr.P.H.) degree, or, in selected programs, to appropriate degrees at the masters level. The Master of Science (M.S.) degree in the biomedical sciences shall not be a prerequisite for the Ph.D. degree and shall be awarded only in exceptional circumstances.

6.2.1.2. All non-M.D. graduate programs, with the exception of the Clinical Psychology program, are open to civilians and Uniformed Service personnel. Applicants who apply for and are accepted to the Clinical Psychology program must be commissioned in one of the Uniformed Services.

6.2.1.3. Each non-M.D. graduate program has its own Admissions Committee. Each program's Admissions Committee reviews applications and forwards to the Associate Dean for Graduate Education their decision for acceptance, rejection or deferral.

6.2.1.4. The Admissions Committees are advisory to the Associate Dean for Graduate Education who has final authority for selection of candidates for admission.

6.2.1.5. Graduate study is offered to individuals primarily on a full-time basis.

6.2.1.6. The minimum residency requirement for the Masters degree will be 12 months and 36 months for the Doctorate.

#### 6.2.2. Admission Requirements

6.2.2.1. A formal application is required of all persons seeking admission for non-M.D. graduate study at USUHS.

6.2.2.2. Applicants must complete a baccalaureate degree program from an accredited academic institution before matriculation at USUHS.

6.2.2.3. Complete college transcripts, transcripts of all previous graduate studies, a complete employment history, three letters of recommendation from faculty members under whom the applicant has studied, and the aptitude portion of the Graduate Record Examination (GRE) taken no more than two years before the time of application, are required.

#### 6.2.3. Application Procedures

6.2.3.1. Application. Application forms and detailed information concerning graduate study may be obtained from the Office of the Associate Dean for Graduate Education, USUHS, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

6.2.3.1.1. Civilians. Civilians seeking admission to the Masters or Doctoral Graduate Program in the Basic Medical Sciences (Master of Public Health, Master of Tropical Medicine and Hygiene, Master of Military Medical History, Doctor of Public Health, or Doctor of Philosophy) shall make direct application following instructions published in the F. Edward Hébert SOM's Graduate Education Bulletin.

6.2.3.1.2. Uniformed Personnel. Formal application requirements shall be the same as those for civilians except that uniformed personnel must have approval and sponsorship, in writing, from their parent Service. The

individual applicant shall initiate the request for approval to apply through the appropriate channels of his or her Service. An information copy of each approval shall be forwarded to the School of Medicine, USUHS, Attn: Associate Dean for Graduate Education. The Associate Dean for Graduate Education shall not take final action on a military person's application until official approval is received from the Military Department concerned. Uniformed personnel shall incur an obligation for additional service in accordance with their Department's regulations governing sponsored graduate education.

6.2.3.2. Notification of Selection. Applicants shall be notified in writing by the Associate Dean for Graduate Education of their acceptance, deferral or rejection.

6.2.4. Advanced Standing and Transfer Academic credit for formal courses taken by a USUHS graduate student at another institution, either before or after the student initiates a program of graduate study at USUHS, may be transferred for credit and used toward fulfillment of degree requirements, provided such courses are comparable to graduate-level courses at USUHS. Acceptance of transfer credit is at the discretion of the graduate faculty of the department in which enrolled. Requests for transfer of credit shall be submitted to the Associate Dean for Graduate Education at the earliest possible time.

#### 6.2.5. Cost of Study and Financial Aid

6.2.5.1. Uniformed officers and agency-sponsored members of the Federal Civilian Service shall be exempt from tuition.

6.2.5.2. Tuition. The amount of tuition shall be based on the average tuition of major medical schools in the metropolitan Washington, D.C., area and shall be published in the F. Edward Hébert SOM's Graduate Program Bulletin.

6.2.5.3. Financial Aid. Research assistantships that provide for full tuition waiver and an annual stipend may be offered to accepted graduate students as the needs of the University dictate. Students who do not complete a program may be required to pay previously waived tuition.

6.2.6. Central Point Of Contact The Associate Dean for Graduate Education, USUHS, is designated as the central point of contact for matters pertaining to admission procedures.

### 6.3. Admission Policies and Procedures for the GSN

### 6.3.1. General

6.3.1.1. The Admissions Committee shall review all pertinent information to select the best qualified applicants based on evidence of intellectual ability and preparation to successfully pursue study in advanced nursing.

6.3.1.2. The Admissions Committee is advisory to the Dean, GSN, who has final authority for selection of candidates for admission.

6.3.1.3. The Dean, GSN, selects candidates only from among those recommended by the Admissions Committee.

### 6.3.2. Admission Requirements

6.3.2.1. Admission is open to qualified commissioned registered nurses in the Uniformed Services who receive authorization to participate in graduate education programs under the sponsorship of their parent organization (Army, Navy, Air Force, or the Public Health Service).

6.3.2.2. Approval and sponsorship of the parent organization is required. It is to be understood that acceptance and participation in this program shall incur an obligation for additional service on the part of the applicant in accordance with the sponsoring organization's regulations that govern graduate education.

6.3.2.3. Students must be enrolled full time.

6.3.2.4. Completion and submission of the application form by the designated due date is required.

6.3.2.5. Applicants must have an earned Baccalaureate of Science in Nursing degree from a school accredited either by the National League of Nursing or an agency recognized by the U.S. Secretary of Education.

6.3.2.6. Applicants must submit complete college or post-secondary transcripts; a grade point average of at least 3.0 on a 4.0 scale is desired in undergraduate work.

6.3.2.7. Applicants must submit GRE scores or Miller Analogies Test taken within five years of desired matriculation. This requirement may be waived for applicants who hold advanced degrees.

6.3.2.8. A written personal statement from the applicant expressing his or her career objectives must be submitted to the committee.

6.3.2.9. Three letters of support and reference, to include a current supervisor, a faculty member and another person familiar with the candidate must be submitted. These letters should address the academic and professional activities related to the goals and objectives of this graduate program.

6.3.2.10. A minimum of two years clinical practice for nurse practitioner applicants and one year in ambulatory or out-patient service is desired. One year of acute care experience is required for the nurse anesthetist applicants.

6.3.2.11. Current Basic Cardiac Life Support certification is required. Advanced Cardiac Life Support is desired for nurse anesthesia program applicants.

6.3.2.12. Current State registered nurse license.

6.3.2.13. Applicants must be American citizens.

6.3.2.14. All requests for waivers of published admissions requirements must be approved by the Dean.

### 6.3.3. Application Procedures

6.3.3.1. Application forms and detailed information concerning programs in the GSN may be obtained from the Department of Nurse Practitioner or the Department of Nurse Anesthesia, USUHS, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

6.3.3.2. Applicants must have approval and sponsorship, in writing, from their parent Service. The individual applicant shall initiate the request for approval to apply through the appropriate chain of command. An information copy of each approval shall be forwarded to the appropriate department chair, GSN, USUHS. The Dean, GSN shall not take final action on a military member's application until official approval is received from the Military Department concerned. Uniformed personnel shall incur an obligation for additional service in accordance with their Department's regulations governing sponsored graduate education.

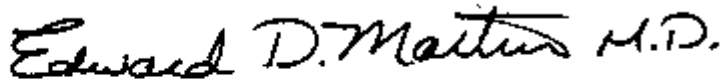
### 6.4. Advanced Standing and Transfer Academic credit for formal courses

taken by a USUHS graduate nursing student at another institution, either before or after the student initiates a program of study at USUHS, may be transferred for credit and used toward fulfillment of degree requirements, provided such courses are comparable to graduate level courses at USUHS. Acceptance of transfer credit is at the discretion of the graduate faculty of the department in which enrolled. Requests for transfer of credit shall be submitted to the Associate Dean, GSN, at the earliest possible time.

6.5. Central Point of Contact The Associate Dean, GSN, USUHS, is designated the central point of contact for matters pertaining to admission procedures.

## 7. EFFECTIVE DATE

This Instruction is effective immediately.



Edward D. Martin, M.D.  
Acting Assistant Secretary of Defense  
(Health Affairs)

Enclosures - 1

1. Definitions

## E1. ENCLOSURE 1

### DEFINITIONS

E1.1.1. Academic Credits. The minimum requirement for formal course work shall be 32 credit hours for the Masters degree and 48 credit hours for the Doctorate. The minimum requirement for total academic credit shall be 48 credit hours for the Masters degree and 144 credit hours for the Doctorate.

E1.1.2. Accredited Institution. A college, university, or institution located in the United States, Puerto Rico or Canada, and accredited by an accrediting agency or association that is recognized for such purpose by the Secretary of Education. Included within this definition are those institutions that are in the process of seeking accreditation and currently have provisional or conditional accreditation, or candidacy status for accreditation.

E1.1.3. Federal-Duty Obligation. The obligation to serve on active duty in one of the Uniformed Services.

E1.1.4. Full-Time Status.

E1.1.4.1. School of Medicine (SOM), Graduate Programs (non-M.D.). Formal course work, participation in USUHS SOM teaching programs as predoctoral teaching assistants, directed research as predoctoral research assistants, and participation in other academic activities in approved programs of graduate study are all components of the predoctoral graduate education programs at USUHS. Full-time status for trainees in graduate education programs will be defined as twelve or more credit hours per academic quarter.

E1.1.4.2. GSN. Although there are some differences in the numbers of semester hours for the programs of the GSN, each program is considered to be a full-time program. Attendance is required for all didactic and clinical experiences in the 21-month Family Nurse Practitioner program and the 27-month Nurse Anesthesia program

E1.1.5. Medical College Admissions Test. A nationally standardized examination, administered by the American Medical College Testing Program, which is designed to measure general and specific aptitude for medical studies.

E1.1.6. Military Personnel. Includes the following:

E1.1.6.1. Individuals currently on (or on orders for) active duty for a period of 90 days or more in any of the Military Departments.

E1.1.6.2. Reserve component personnel enrolled in the Armed Forces Health Professions Scholarship Program.

E1.1.6.3. Persons enrolled in scholarship Reserve Officer Training Corps (ROTC) or advanced (junior-senior level) non-scholarship ROTC.

E1.1.6.4. Individuals in attendance at any of the Military Department Service Academies.

E1.1.7. National League for Nursing (NLN). The accrediting organization for Nursing Schools in baccalaureate and higher degree programs.

E1.1.8. Uniformed Services. As used herein, means the Army, Navy, Air Force, Marine Corps, Coast Guard, and the Commissioned Corps of the Public Health Service.