

## **Geisinger Commonwealth School of Medicine Academic Requirements for Class of 2025**

**The Committee on Academic and Professional Standards (CAPS) will review the total performance of each student at least twice within each curricular segment Phase 1, Phase 2, and Phase 3 on the basis of grades and narrative comments by the course directors and satisfactory completion of all assessments and requirements.**

**Specific procedures under which the committee operates for Pre-clinical Level students are as follows:**

### **Academic requirements for the Pre-clinical Phase 1 include:**

- Students must satisfactorily complete the requirements of Phase 1, Year 1 to progress to Phase 1, Year 2 by vote of CAPS.
- Students must satisfactorily complete the requirements of Phase 1 Years 1 and 2 and pass USMLE Step 1 to progress to Phase 2, the Clerkship Level, by vote of CAPS.
- All course failures in Phase 1 courses will be referred to CAPS at its earliest scheduled meeting, provided that the meeting date is no sooner than seven days from notification of unsatisfactory performance.
- Reasons for referral to CAPS may include the following:
  - Course failure
  - Multiple block marginal passes
  - Unsatisfactory academic progress despite a passing grade (course/level director referral)
  - Any incomplete grades including failure to complete the end of course evaluations
  - Failure to pass USMLE Step 1
  - Subsequent unsatisfactory progress after previous referral to the Committee (additional marginal pass, incomplete, fail, or course director referral). In such cases CAPS may require a student to take certain actions including, however not limited to, remediating/repeating one or more courses, repeating an entire curricular segment, or the committee may dismiss the student from GCSOM.
  - In addition to the above, CAPS may determine that a student has not satisfactorily completed the work of Phase 1 even if there are no failures in individual courses. Such a determination may reflect consistent or collective marginally acceptable performance or deficiency in curriculum competencies.
- The chairperson, or designee, shall inform the student in writing of the Committee's pending review, the membership of the Committee and the specific allegations giving rise to the review of the student's performance. In such cases CAPS may require a student to take certain remedial actions including, but not limited to, remediating/repeating one or more courses, repeating an entire curricular segment, or dismiss the student from GCSOM.
- Remediation is a compact between the course director and the student in which the course director stipulates the requirements the student must fulfill to achieve the course objectives and the student agrees to allow the stipulated requirements to substitute for a full version of the course. (Refer to Remediation Policy)
  - Remediation for first year course failures or unsatisfactorily completed course blocks must take place before the end of the summer vacation period between the first and second years. Students failing courses in the second year of Phase 1

courses must remediate deficiencies prior to entrance into Phase 2 the Clerkship Level. Students may not remediate two courses simultaneously.

- Any student failing to successfully remediate a Phase 1 Level course will be reviewed by CAPS and may be dismissed from GCSOM for unsatisfactory performance.
- **Withdrawal:** A student may withdraw from a Phase 1 Level course following submission of a written request. Requests for withdrawal must follow the Policy on Course Withdrawal. (Refer to Policy on Course Withdrawal) The request must be made prior to the onset of the final examination in the course. The transcript grade of Withdrawn will be recorded for such a course unless the student's cumulative grade in the course is failing at the time of withdrawal. In that event, the grade of Fail will be recorded. A student must remediate or retake a withdrawn course to complete the requirements of the Phase 1 Level. Requests to return to the curriculum following course withdrawals will be reviewed by CAPS, which may require a student to remediate/repeat the course, repeat a curricular segment or the committee may dismiss the student from GCSOM.
- **USMLE Step 1:** The USMLE Step 1 Exam may only be taken after the successful completion of all Phase 1 Level courses and academic requirements. Students must take the USMLE Step 1 exam by the school deadline in order to advance to Phase 2, the Clerkship Level, of the curriculum.
  - Failure to do so may result in entering the Clerkship Level with the following year's class. Students will be required to take a leave of absence to prepare for the examination and will be monitored by CAPS. Review for promotion to the Clerkship Phase will occur after posting a passing score on USMLE Step 1.
  - Students who are notified of a failure on their first attempt of the Step 1 examination will meet with the Office of Academic Affairs and Student Affairs/Center for Learning Excellence to develop a remediation plan in order to prepare for a second sitting. The student will be referred to CAPS for review and monitoring and will be placed on Academic Warning. Further sanctions may also be recommended by CAPS. If the second Step 1 attempt occurs within the first block rotation, and any other CAPS sanctions and/or requirements have been remediated and/or completed, the student will be allowed to return to the curriculum at the start of the next clerkship block, pending results.
  - If the student passes on the second attempt, CAPS will review the student's performance and may recommend promotion to Phase 2. The student will be required to complete any missed clerkship time from the point of which they were removed when they failed their first attempt at USMLE Step 1 at the end of the Phase 2, which may impact their start of Phase 3.
  - If a student fails on the second attempt or does not sit for the exam within the first block, the student will not progress to Phase 2, will be referred to CAPS for further review and recommendation which may include removal from all clinical and school sponsored activities, a leave of absence, or sanctions up to and including dismissal from GCSOM.
  - Three consecutive failures of USMLE Step 1 will result in dismissal from the MD program.

**Academic requirements for Phase 2 include:**

- Students must satisfactorily complete the work of Phase 2 to progress to Phase 3 Level by vote of CAPS.

- All unsatisfactory academic progress in the Phase 2 will be reviewed by CAPS at its earliest scheduled meeting, provided that the meeting date is no sooner than seven days from notification of unsatisfactory performance.

Reasons for referral to CAPS may include the following:

- Clerkship, course or block failure
- Unsatisfactory academic progress despite a passing grade (clerkship/level director referral)
- Two different clerkship secure exam failures
- Any grades of Incomplete
- Subsequent unsatisfactory progress after previous referral to the Committee (Including but not limited to Incomplete, Fail, or course director referral)

In such cases CAPS may require a student to take certain actions including, however not limited to, remediating/repeating one or more courses/clerkship rotations, repeating an entire curricular segment, or the Committee may dismiss the student from the GCSOM.

- In addition to the above, CAPS may determine that a student has not satisfactorily completed the work of the Phase 2 even if there are no clerkship failures. Such a determination may reflect consistent or collective marginally acceptable performance, successive failures in final summative assessments of medical knowledge, or deficiency in curriculum competencies. In such an event, the course director or curriculum level director will prepare in writing the specific allegations giving rise to the review and submit the statement to the chairperson of the CAPS. On receipt of the statement, the chairperson, or their designee, shall inform the student in writing of the Committee's pending review, the membership of the Committee and the specific allegations giving rise to the review of the student's performance. In such cases CAPS may require a student to take certain remedial actions including, but not limited to, repeating one or more clerkship rotations, repeating an entire curricular segment, or dismiss the student from GCSOM.
- A student failing one of the clerkship rotations may, on a vote of CAPS, be permitted to remediate, delaying entry into Phase 3 until the requirements of the clerkship are met. Failure to meet these requirements will result in referral to CAPS and the student may be dismissed from GCSOM for unsatisfactory performance.
- A student failing two or more clerkship rotations will be referred to CAPS and the student may be dismissed from GCSOM for unsatisfactory performance.
- A student may withdraw from a clerkship rotation following the Course/Clerkship Withdrawal Policy. The request must be made prior to the final day of the rotation. The transcript grade of Withdrawn will be recorded for such a rotation. A narrative evaluation of the student's performance prior to the withdrawal will be submitted for incorporation in the student's permanent record. A student must obtain permission of CAPS to retake/remediate the clerkship in a manner acceptable to the clerkship director.
- A student who fails to attend a scheduled Clerkship without having been excused per the Attendance Policy by the Regional Associate/Assistant Dean for Students will be assigned a grade of Fail per the grading Policy in Phase 2.
- Students must pass the summative OSCE. A student failing the OSCE after one attempt must remediate. A student failing on the second attempt will be reviewed by CAPS and may, on a vote CAPS, be allowed to remediate their performance or may be dismissed.

### **Academic requirements for Phase 3 include:**

- The degree of Doctor of Medicine is granted by the Board of Trustees of Geisinger Commonwealth School of Medicine to candidates only upon recommendation of CAPS, and the faculty of GCSOM. CAPS will initiate these recommendations for all students who satisfactorily complete Phase 3 Level and satisfy all graduation requirements.
- All unsatisfactory academic performances in the Phase 3 Level will be reviewed by CAPS at its earliest scheduled meeting, provided that the meeting date is no sooner than seven days from notification of unsatisfactory performance.  
Reasons for review by CAPS may include the following:
  - Course or block failure
  - Unsatisfactory academic progress despite a passing grade (course/level director referral)
  - Two different clerkship secure exam failures
  - Any grades of Incomplete
  - Subsequent unsatisfactory progress after previous referral to the Committee (Including but not limited to Incomplete, Fail, or course director referral)

In such cases CAPS may require a student to take certain actions including, however not limited to, remediating/repeating one or more courses, repeating an entire curricular segment, or the committee may dismiss the student from GCSOM.

- In addition to the above, CAPS may determine that a student has not satisfactorily completed the work of Phase 3 Level even if there are no failures in individual rotations. Such a determination may reflect consistent or collective marginally acceptable performance with failure to achieve expected competencies. In such an event, the course director or curriculum level director will prepare in writing the specific allegations giving rise to the review and submit the statement to the chairperson of CAPS. On receipt of the statement, the chairperson shall inform the student in writing of the Committee's pending review, the membership of the Committee and the specific allegations giving rise to the review of the student's performance. In such cases CAPS may require a student to take certain remedial actions including, but not limited to repeating one or more rotations, repeating an entire curricular segment, or dismiss the student from GCSOM.
- A student failing any Phase 3 Level rotation may, on vote of CAPS, be permitted to make up the failure in a manner to be determined by the course director. In addition, CAPS may require modifications in the student's subsequent plan of study for the Phase 3 Level.
- A student failing two or more Phase 3 Level rotations will be referred to CAPS for review and may be dismissed from GCSOM for unsatisfactory performance, even if the first of the two failures has already been made up.
- A student may withdraw from a course following approval of the student's written request as per the Course/Clerkship Withdrawal Policy. (Refer to the Policy on Course/Clerkship Withdrawal) The request must be made prior to the onset of the final day of the rotation. The transcript grade of Withdrawn will be recorded for such a course. A narrative evaluation of the student's performance prior to the withdrawal will be submitted for incorporation in the student's permanent record. A student who withdraws from the course may, upon petition of CAPS, make up the rotation in a manner acceptable to course director. Required rotations must be made up, while elective rotations need not be. CAPS will have the final

- authority to decide whether the student has met the requirements for graduation.
- A student who fails to attend a scheduled Phase 3 Level rotation, whether required or elective, and whether intramural or extramural, without having completed the appropriate withdrawal procedures and without having an excused absence per the Policy on Attendance in the Clinical Years will be assigned a grade of Fail for that rotation (Refer to the Policy on Grading Phase 3).
  
  - Pass the USMLE Step 2 CK examinations
    - GCSOM requires students to take Step 2 CK by the School deadline.
    - Students who post a failing grade on the first attempt of Step 2 CK will be required to meet with the Office of Academic Affairs in order to develop a remediation plan, will be referred to CAPS for review and monitoring and will be placed on Academic Warning (See the Policy on Remediation and the Policy on Academic and Professional Standards). Students in this category may be allowed to remain in the curriculum until the results of the second attempt are posted.
    - Students who fail CK on the second attempt will be referred to CAPS for review and recommendation up to and including dismissal from the school.
    - Three consecutive failures of USMLE Step 2 CK will result in dismissal from the school.