

Student - Policy on MD Admissions Records

Policy Number: 110.1009.101

Policy Revision Date: 2020-05-11

Policy Category: General Administrative

**Policy Owner: Associate Dean for Admissions,
Enrollment Management, and Financial Aid**

Policy Audience: Student Council

1. Definition:

2. Leadership Council Review:

Medical Curriculum Committee Review 5-11/2020

3. Introduction / Purpose:

Geisinger Commonwealth School of Medicine conforms to the Guidelines for Maintaining Active and Permanent Individual Student Records as recommended by the AAMC Student Affairs Committee on Student Records.

4. Governance and Enforcement:

Associate Dean for Admissions, Enrollment Management, and Financial Aid

5. Policy:

Policy on MD Admissions Records Geisinger Commonwealth School of Medicine conforms to the Guidelines for Maintaining Active and Permanent Individual Student Records as recommended by the AAMC Student Affairs Committee on Student Records.

Applicants to Geisinger Commonwealth School of Medicine must submit new documentation for each application cycle to the medical school and/or its programs. Once an applicant matriculates into the MD program, only the following documents from the admissions file become a part of the student record.

These documents are:

- a. AMCAS application
- b. Geisinger Commonwealth secondary application

- c. A copy of the acceptance letter
- d. A copy of the deferral letter (if offered)
- e. Final undergraduate transcript with conferral date

All other documents, including letters of recommendation, screener and/or interviewer comments and/or any correspondence pertaining to the candidate's current admissions status will be destroyed annually once the incoming MD class matriculates.

6. Key Stakeholders:

Student Council