

Student - Policy on Rescinding an Offer of MD Admission

Policy Number: 100.1138.102

Policy Revision Date: 2020-05-11

Policy Category: General Administrative Policy Owner: Associate Dean for Admissions, Enrollment Management, and Financial Aid

Policy Audience: Admissions Committee

1. Definitions:

2. Leadership Council Review: Medical Curriculum Committee Review: May 11, 2020

3. Introduction / Purpose: Geisinger Commonwealth School of Medicine reserves the right to withdraw an offer of admission to any student admitted to Geisinger Commonwealth's doctor of medicine program if any of the following situations occur after admission or if an occurrence below was not reported to Geisinger Commonwealth prior to the offer of acceptance.

4. Governance and Enforcement: Associate Dean for Admissions, Enrollment Management, and Financial Aid

5. Policy: Process: Geisinger Commonwealth School of Medicine may rescind the offer of admission to the doctor of medicine program if:

- a. An accepted student to Geisinger Commonwealth fails to successfully graduate from any institution indicated on the American Medical College Application System (AMCAS) application. A final transcript is required for matriculation to Geisinger Commonwealth showing the date of degree(s) conferred.
- b. An accepted student to Geisinger Commonwealth receives a failed grade or withdraws from a course on their final transcript for any course not listed on the processed AMCAS application. A final transcript is required for matriculation, showing all classes leading to the conferral of the Bachelor's degree or any other degrees listed in the AMCAS application.
- c. An accepted student to Geisinger Commonwealth fails to report any institutional action to AMCAS during the application process or to Geisinger Commonwealth after admission are grounds for Geisinger Commonwealth to rescind an offer of admission. All applicants are required to disclose any academic or institutional action on the AMCAS application prior to submission of the application. If a situation arises after submission of the AMCAS application, the applicant is required to inform the AAMC and Geisinger Commonwealth of the occurrence within 10 days of receiving notification from their undergraduate or graduate institution.
- d. An accepted student to Geisinger Commonwealth fails to disclose any criminal action reported by a Criminal Background Check (see Geisinger Commonwealth's Policy on Criminal Background Check and Drug Screening).
- e. An accepted student to Geisinger Commonwealth fails the drug screening (see Geisinger Commonwealth's Policy on Criminal Background Check and Drug Screening).
- f. An accepted student to Geisinger Commonwealth fails to submit all pre-matriculation documents requested by the documented due date.
- g. An accepted student to Geisinger Commonwealth does not respond in a timely manner to Geisinger Commonwealth's request for information. In such instances, Geisinger Commonwealth's Office of Admissions will send an electronic communication and a letter via

registered U.S. Mail granting the applicant an opportunity to respond within a specified timeframe. If the candidate fails to respond by the indicated date, an offer of admission may be rescinded. Should a candidate disagree, the candidate must submit a letter detailing the concerns within ten (10) days of notification to the Associate Dean for Admissions, Enrollment Management, and Financial Aid who will make the final determination. Notification of rescinding an offer of admission will be signed by the Associate Dean for Admissions, Enrollment Management, and Financial Aid and will be considered a final action (and reported to the American Association of Medical Colleges).

6. Key Stakeholders: Admissions Committee