

## **AMCAS “Institutional Action”: Guidelines for Johns Hopkins Students**

**ALL APPLICANTS TO MEDICAL SCHOOL FROM JOHNS HOPKINS UNIVERSITY MUST READ AND ACKNOWLEDGE THE FOLLOWING GUIDELINES:**

A high standard of academic honesty, social conduct, and personal integrity is expected from all applicants to medical and health professions school. Specifically, the American Medical College Application Service (AMCAS) requires you to answer “yes” or “no” to the following “Institutional Action” question:

*“Were you ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation even though such action may not have interrupted your enrollment or required you to withdraw?”*

Further, it states:

*“You must answer ‘Yes’ even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition.”*

AMCAS does not limit “institutional action” to only those performance or conduct violations on file in the Office of the Dean of Students. You must realize that medical schools expect applicants to answer this question truthfully and to be completely forthcoming. Johns Hopkins University advises students to report any disciplinary action taken against them, whether reportable by the University or not. It is a matter of your personal conscience, however, whether or not you answer this question truthfully. In making this decision, you should realize that a single, isolated, relatively minor situation will rarely keep an applicant from being considered for admission. In fact, honest and mature handling of this issue makes a very strong statement about your character and integrity.

It is the explanation you provide that places the conduct situation in context. When admissions committees come across these situations, they carefully read the explanation, which allows them to place the situation in the broad context of your overall achievements. If you need to check “yes” to the AMCAS “Institutional Action” question, the Office of Pre-Professional Programs & Advising will assist you in preparing your explanation.

Medical schools understand that students can learn from a past, isolated mistake, and emerge stronger as a result. What is important in the eyes of medical school deans is a student’s ability to demonstrate reflection, personal growth, and, foremost, personal integrity in dealing with the situation. Qualities such as trustworthiness and forthrightness are essential for individuals entrusted to take care of patients and to serve society.

**I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES UNDER THE ABOVE GUIDELINES.**

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**Name**

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**Date**