

CONFIDENTIALITY OF APPLICANT RECORDS

By virtue of your position as a faculty member or member of the Admissions Committee and your participation in the admissions process for the Division of Biology and Biomedical Sciences (“DBBS”) at Washington University School of Medicine in St. Louis, you may have access to applicant information and records, the disclosure of which is prohibited by our confidentiality policies and restrictions. Preserving the security and maintaining the confidentiality of such information is critical to the University's obligations to comply with the law and to the proper conduct of University business.

Pursuant to our policy and practice, applicant records and information contained therein should not be disclosed to, or discussed with, anyone at the University without a legitimate educational interest. Information about the status of a pending application can only be given to the applicant. No one else outside of the University, including the applicant's parent or spouse, may have access to applicant information without written permission of the applicant. All individuals with access to information included in applicant records are responsible for ensuring that it is handled in a confidential manner in the same way you would treat confidential student education records covered under the Family Educational Rights and Privacy Act (“FERPA”).

Faculty and Admissions Committee members should utilize the new online DBBS Application Review System. Applicant files should not be kept on individual computers or departmental servers. All applications, comments, ratings, and decisions, are available to the Admissions Committee via the Application Review System until the end of May of the admissions season.

All review and interview comments will be deleted from the DBBS Application Review System at the end of the admissions season prior to an applicant's matriculation and are not part of the official student record.

If applications have been downloaded to a computer or departmental server, these should be deleted by May 1, following the end of the admissions season. If applications are printed in hard copy, they should be shredded. Any statistics you receive from DBBS regarding an applicant (GPA, GREs, reviewer/interviewer comments) are also considered confidential and should be deleted or shredded. If you call the DBBS admissions staff, we will pick up any paper copies and shred for you.

If you have any questions, please contact DBBS Admissions & Student Affairs at 747-0840.