

CONFIDENTIALITY OF MSTP APPLICANT RECORDS

By virtue of your position as a faculty member or member of the MSTP Committee and your participation in the admissions process for the Medical Scientist Training Program at Washington University School of Medicine in St. Louis, you will 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 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").

Information contained in the applicant's recommendation letters is considered confidential and should not be disclosed or discussed with the applicant.

Faculty and MSTP Committee members should utilize the new online MSTP 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 MSTP Committee via the Application Review System until the end of May of the admissions season.

All review and interview comments will not be part of the official student record.

If applications have been downloaded to a computer or departmental server, these should be deleted by May 1, 2015, following the end of the admissions season. If applications are printed in hard copy, they should be shredded. Any statistics you receive from MSTP regarding an applicant (GPA, GREs, reviewer/interviewer comments) are also considered confidential and should be deleted or shredded. Please contact Ms. Linda Perniciaro at 774-6794 to arrange a pickup of documents for shredding.

If you have any questions about the handling of documents, dissemination of information, contacting applicants, etc., please contact Ms. Christy Durbin at 747-6787.

Thank you for evaluating applicants for the MSTP.