Confidentiality and the Selection Process

If, after reading these guidelines, you have questions or suggestions please direct them to the Director of Admissions, or the Associate Dean for Student Programs.

Applicants to the School of Medicine provide us with a large amount of personal information. It is our responsibility to maintain the confidentiality of that information, and to provide a confidential and private selection process. These guidelines were developed to protect both applicants and the School of Medicine.

- All notification about an applicant’s status comes through the Office of Admissions only.
- We discuss an applicant’s status with the applicant, and with no one else.
- If an applicant has questions, tell them to contact the Admissions Office directly.
- If you have a question about an applicant, ask the Director of Admissions or the Associate Dean for Student Programs - but, be prepared, they may not be able to answer your question.

Here are some specific do’s and don’ts -

- Do be aware of the importance of maintaining confidentiality at all times.
- Don’t discuss applicants in public places, or anywhere you may be overheard.
- Do use written (paper) or verbal communication – email may not be secure.
- Don’t share any information about an applicant’s official status with respect to the selection process at any time before, during and after they apply.
- Do forward requests for information to the Office of Admissions.
- Don’t share any information if the information links status (applied, re-applied, interviewed, rejected, waitlisted etc.) to a name or anything else that might identify a particular applicant.
- Don’t share any of the content of any application.
- Don’t share any of the details of an applicant’s contact with the Office of Admissions.
- Don’t correct inaccurate information that an applicant’s advocate, friend, relative, neighbor, employer, state representative, letter writer etc. may share with you. Remember that an applicant may, for whatever reason, selectively report information about their application.

All admissions decisions are made by the Admissions Committee

- Do not attempt to influence the committee’s decisions or the committee’s processes.
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All committee proceedings are confidential. Committee members (and staff attending) sign a confidentiality agreement. If you hear something from someone (committee member, staff, or applicant) about what happened during an interview or a meeting -

- Do tell the Director of Admissions or the Associate Dean for Student Programs.
- Don’t tell anyone else.

Our applicants expect to be made welcome. Interview day is designed so that interviewing applicants also have the opportunity to get information about our School, to ask questions, to connect with students and student groups, and with specific faculty, where appropriate.

- Do answer questions about our School honestly.
- If you don’t know the answers, or are unsure, do refer applicants to the Director of Admissions or the Associate Dean for Student Programs.
- Do refer an applicant who has a special interest in meeting student(s) and/or faculty to the Director of Admissions so we can coordinate these meetings.
- Do encourage interviewees to complete the feedback form so that we can improve our process.

Applicants expect to be treated fairly throughout the selection process, especially on interview day. You may have encountered an applicant at a previous point in their lives (personally, through shadowing, recruitment or an outreach programs etc.).

- Do welcome individuals that you know.
- Don’t show favoritism, or offer incentives (special opportunities, gifts, meals, rides, etc) to an active applicant. Your actions may have a negative impact on other applicants.
- Do report any specific compliments or concerns about an applicant to the Director of Admissions or the Associate Dean for Student Programs.
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Unsuccessful applicants may seek information or advice on how to improve their application. The Office of Admissions shares information about the holistic qualities that we value in applicants.

- Don’t provide unsuccessful applicants with assessments of their applications or advice on how to improve their application.
- Do refer unsuccessful applicants to the Office of Admissions.
- Do refer unsuccessful applicants to Mizzou MedPrep [http://medicine.missouri.edu/medprep/](http://medicine.missouri.edu/medprep/)

We are proud of the School of Medicine and of our medical students. Our role in recruitment is to encourage a potentially competitive medical school applicant to apply to the School of Medicine. We are the advocate for the School not for the applicant.

- Don’t encourage a potential applicant to believe that their contact with you guarantees, or in any way influences, their chances of being interviewed or selected.
- Do refer potential applicants to our website: [http://medicine.missouri.edu/admissions/](http://medicine.missouri.edu/admissions/)
- Do refer potential applicants to Student Ambassadors [http://medicine.missouri.edu/admissions/ambassadors/](http://medicine.missouri.edu/admissions/ambassadors/)
- Do refer potential applicants to other individuals, and offices that may be of interest to them (Office of Research, Office of Diversity and Inclusion, MU AHEC etc).
Any breach of confidentiality is a violation of the Honor Code for students, a violation of the Code of Professional Conduct for faculty and grounds for disciplinary action for staff. I hereby pledge to honor and abide by the Confidentiality Code and report any violation to Rachel Brown, MD, Associate Dean of Student Programs and Professional Development or Alison Martin, Director of Admissions.

Academic Year 2015-2016

Print Name: ______________________________

Signature: ________________________________