



Admissions Policy: Students

Approved by: Admissions Committee on 12/04/2019

Endorsed by: Executive Committee on 2/03/2020

Last Reviewed: 9/2019

Responsible Officer: Dean of Admissions for the
College of Medicine & Director of Student
Admissions

Policy Owner: Director of Student Admissions

Policy Contact: Director of Student Admissions

Policy Statement on Confidentiality & Conflict of Interest

At the beginning of each admissions cycle, all Admissions Committee members' appointed/reappointed, interviewer (faculty/interviewer), and admissions staff members must read, the Statement on Confidentiality & Conflict of Interest and electronically sign said statement indicating their understanding, agree to the policy noted below:

“By signing below, I understand that as a member of the Committee on Admissions, interviewer (faculty or student), Student Admissions & Student Affairs staff, I will have access to information provided by, and on behalf of, applicants to the College of Medicine program at SUNY Downstate Health Sciences University. This may include, but may not be limited to AMCAS application, transcripts, letters of recommendation, and several personal documents. I acknowledge that, regardless of whether information comes to my attention in written or verbal form, whether or not it is marked "confidential," and regardless of the medium of storage, all such information, including all discussions and deliberations of the Committee on Admissions, is deemed “Confidential Information.” The disclosure of Confidential Information to anyone outside of the Committee on Admissions, interviewers (faculty & student) or Student Admissions & Student Affairs staff, including other members of the SUNY Downstate Health Sciences University faculty and staff, as well as the applicant and his/her family members, is strictly prohibited.

Should I have any personal relationship with an applicant or with anyone connected to an applicant, or any other potential source of conflict of interest, I understand that I am to disclose this information to the Dean for Admissions for the College of Medicine or the Director of Student Admissions. If a relative (child, sibling, or spouse) of a committee member is applying to the College of Medicine at SUNY Downstate, the committee member recuse him/herself from the deliberation of the applicant's file. The committee member may rejoin the committee meeting succeeding the applicants presentation.

By checking the box below, "I hereby agree and accept" that I will not disclose any Confidential Information pertaining to any applicant or group of applicants to anyone outside the Admissions Committee on Admissions interviewers (faculty & student) or Student Admissions & Student Affairs staff. I will direct any questions regarding this policy or regarding Confidential Information on any applicant or group of applicants to the Dean of Admissions for the College of Medicine and the Director of Admissions.”

Covered Parties

College of Medicine Admissions Committee Members
College of Medicine Interviewers (Faculty & Students)
Student Admissions & Student Affairs Staff

Defined Terms

Confidential information – information that is prohibited to disclose to anyone that is not a member of the admissions committee or admissions staff, in this instance including all information.

Conflict of Interest – Any situation in which an applicant’s success or failure could have a direct impact on the admissions committee member. Examples include but are not limited to relatives of an employer or supervisor, an employee, relatives of someone with whom you have a pressing financial interest, or relatives of someone with whom you have a political interest.

Personal Relationship - An applicant who is known to the committee member from any context outside of the application itself; including friends, family members, co-workers, patients, etc.