Office of Research Education
SCHOOL OF MEDICINE
UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

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ORE Application Review Policy

In alignment with the School of Medicine Application Review Policy, this policy is established to safeguard the confidentiality of applicant information and materials submitted as part of the application process, and to ensure compliance with data protection and privacy regulations.

This policy is established to ensure the confidentiality, privacy, and security of all applicant information submitted as part of the admissions process. It is the responsibility of all personnel involved in the admissions process to protect the integrity and privacy of sensitive applicant data, in compliance with applicable laws and institutional regulations.

To maintain the highest standards of data protection and confidentiality, downloading, copying, or saving admissions application materials, such as applicant essays, recommendation letters, transcripts, personal statements, or any other related documents onto any personal or institutional device, external storage, or cloud storage systems is strictly prohibited.

The downloading of application materials is only permitted if materials are to be saved to a password encrypted application (such as OneDrive) and must be immediately deleted after the review of the materials is completed. However, it is highly recommended that all application materials be reviewed within the Application Database (Slate). If a reviewer opts to download materials in a password-protected application, they must ensure compliance with FERPA regulations. Sharing of protected documentation is strictly prohibited.