

Name of Applicant: _____

E-mail: _____ Phone: _____

Student ID: 790- _____ - _____ Applying for: _____

The Pre-Medical Sciences Program is establishing a file for you as a prospective student who has identified himself/herself as a participant in our program. This file will contain only materials relevant to your application or prospective application to professional schools. These may include, but are not limited to, any of the following items:

- Academic transcripts
- Evaluation forms and letters of evaluation submitted to the program at your request
- Records of national admission or aptitude test scores (MCAT, DAT, OAT, etc.)
- Recommendation letters submitted on your behalf by the Program Director
- Information about employment, extracurricular activities, honors and honorary recognition
- Copies of applications you make to professional schools and application services
- Notes and personal impressions of the Director or other Pre-Medical Sciences Advisors
- Copies of committee letters

Upon receiving notice from you that your application to a professional school has progressed to the point where secondary or supplemental materials are requested, the Program Director will provide to the admission officers of the professional school a letter of evaluation, sometimes called the committee or composite letter. The composite letter may include specific statements from individual evaluators regarding your strengths and weaknesses, comments from the Pre-Medical Sciences Director and assessments of committee members participating in your interview. Individual letters of evaluation submitted on your behalf by individuals you contact will be copied and attached to the committee letter.

Professional schools cannot require that the committee letter or individual letters of evaluation on which it may be based be written in confidence; however, receipt of confidential letters is preferred. Admissions committees assume that a more candid and, therefore, more useful evaluation will be written if the persons writing letters know that the confidentiality of their letters is respected. It is known that some individuals will write more superficial letters if they are aware that the student will be reading them, and admissions committees may weigh this consideration in reviewing the application.

Federal and Montana laws give you the right to have access to your educational records, including the contents of your personal file maintained in the Pre-Medical Sciences Program. Below you are given the opportunity to either waive or retain your rights to review the contents of your personal file.

Waiving your rights to examine the contents of your file **is not** mandatory. If you retain your rights to examine your personal file, a committee letter will still be provided to the professional schools to which you are applying, but the lack of confidentiality of the committee letter and accompanying letters of evaluation will be made known to the admission officers of the school. If you waive your rights to examine your personal file, you may receive at any time an accounting of the names of all the persons who have made confidential recommendations on your behalf.

The following considerations should also be considered in your decision to retain or waive your rights to examine your personal file:

- Remember that you choose those persons who will provide the committee with evaluations of your suitability for a chosen career. You are expected to use good judgment in making these decisions.
- Allowing your file to remain confidential is usually a statement that you have confidence in your abilities and the evaluation process.
- Retaining your right of access does not mean that you can influence or change what is in any of your letters of evaluation or committee letter.
- Evaluators, the Program Director, and others participating in this process are ethically bound to provide an honest assessment of your suitability for a career in the health professions, whether or not you waive your right of access.

I **waive** the right to examine the contents of my Pre-Medical Sciences advising file.

I **do NOT waive** my right to examine the contents of my Pre-Medical Sciences advising file.

Applicant's Signature

Date