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Policy Number	23.1.01
Policy Category	Students & Learners
Policy Sub-Category	Student Services
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Admissions Records Policy

Type

Academic (relates to academic affairs generally, faculty and/or student affairs)

I. Rationale

The purposes of this policy are to 1) establish a framework for access, use, retention, and destruction of Admissions Records maintained by Baylor College of Medicine (BCM or College), and 2) ensure the College complies with all applicable laws, regulations, and standards when handling, accessing, or disclosing this type of Education Record.

II. Stakeholders Affected by this Policy

Compliance with this policy is mandatory for all BCM employees that generate or handle Admissions Records. Other types of Education Records are governed by the Student Records Policy ge16.1 (ees0.1 (y(.1 (i)3.1 (i1.1 (

- b. De-identified demographic data about Matriculants, including but not limited to race, ethnicity, sex, and veteran status may also be retained in each School Dean's Office for the purpose of monitoring enrollment trends. For the purposes of this policy, de-identification refers to the process of removing information that would identify a specific person (e.g., name, address).
- 2. Non-Matriculants. Admissions Records containing Non-Matriculant information are

- [Accreditation Council of Graduate Medical Education \(ACGME\) Common Program Requirements](#)