Policy Title: CONFLICT OF INTEREST AND NON-DISCLOSURE IN ADMISSIONS
UAMS COM Undergraduate Medical Education Policy 1.1.6
Section: Admissions
LCME Element(s): 10.2 Final Authority of Admission Committee
Approved By: UAMS COM Admissions Committee
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This policy is to define and establish guidelines for conflicts of interest (COI) and disclosure of private information within the UAMS College of Medicine admissions process.

The policy applies to all people who are involved in or contribute to the evaluation of an applicant as well as those involved in making decisions about admission into the UAMS College of Medicine, including:

- Admissions committee members
- Admissions interviewers, both faculty and medical students
- Office of Admissions staff

Conflict of interest (COI)

If at any point in the admissions process, a COI arises with an applicant, the individual must:

- Disclose the COI to the Assistant Dean for Admissions
- Recuse themselves from any further review, rating, discussion or vote on that applicant.
- If an individual who serves on the Admissions Committee or as an interviewer knows of a relationship with an applicant, such as a being a family member or friend, or knows of any type of relationship that might raise concerns for a conflict of interest with an applicant, that individual should not serve in that role for that applicant during the entire admissions cycle and will recuse themselves from any discussions related to the applicant.

Examples of relationships that might raise concerns for a conflict of interest would include:

- Being a family member or personal friend of an applicant.
- Having a healthcare relationship with an applicant or their close relatives, such as providing healthcare services.
- Having a financial relationship/interest in the applicant or a relative of an applicant.
- Having served as an advisor/mentor/counselor or employer/supervisor for an applicant.
- Standing to benefit in some manner from the success or failure of the applicant.

Failure to disclose the COI and to recuse will result in removal from the Admissions Committee.

Disclosure of Private Information

Those involved in the admissions process will have access to student educational records. It is expected that all those involved in the admissions process will not disclose applicant information unless there is a legitimate educational/admissions reason to do so. Those persons involved in admissions will return all applicant materials to the admissions office when they have finished their role in the admissions process; or in the case of digital materials, will permanently delete them.

Disclosures occur when the individual involved in the admissions process:

- Uses or shares applicant private information in ways that are beyond what is necessary to perform their role in the admissions process.
- Discusses or discloses private applicant information to others outside the admissions process except as might be required to meet legal or institutional requirements.
- Fails to maintain and secure private applicant information or fails to return documents, reports, notes, or other materials with applicant information to the admissions office when the participation in the admissions process has ended.

Violations of the non-disclosure requirements of this policy will result in removal from any role in the admissions process for the College of Medicine.

The individuals identified in this policy above who have a role in the admissions process will all complete an annual attestation that they have received and will comply with this policy.



John Spollen, Executive Associate Dean for Academic Affairs

Date: October 16, 2026