

**COMMITTEE ON ADMISSIONS AND FINANCIAL AID  
CONFIDENTIALITY STATEMENT**

The confidentiality policy of the Committee on Admissions and Financial Aid (CAFA) has a dual goal. One is to maintain a degree of confidentiality that will allow for a full and frank discussion of the issues among members of the Committee. The second is to have the deliberations of the Committee as open as is compatible with the first aim and to make it feasible for Committee members to seek input from their colleagues and other members of the campus community.

- 1) Strict confidence will be maintained about individual personnel aspects of any matter discussed at CAFA meetings including applicant records and student records.
- 2) Individual statements made or positions taken during verbal or e-mail discussions will never be attributed outside of committee discussions to particular members, representatives, or guests, either by name or by affiliation.
- 3) CAFA members, representatives, and guests may, as they deem appropriate, seek advice or input from members of the campus community about the issues (and possible solutions to them) before the Committee. This is not intended to authorize publication or widespread distribution of issues before the committee.
- 4) In virtually all instances, CAFA will post the results of its deliberations in the form of Minutes that will be made publicly available. These approved Minutes are the only official and acceptable record of CAFA's discussions and decisions. Individual notes made by members of the Committee have no standing and should under no circumstances be circulated made publicly available outside of committee meetings.
- 5) Members of the campus community presenting material to or coming before the Committee will be requested to inform the Committee when confidentiality is desired; in such cases the Minutes will note that a discussion took place, without specifying the content of that discussion.
- 6) Only the Committee Chair or the Chair's designee may speak or write for the Committee as a whole.
- 7) CAFA requests that all members, representatives, and guests adhere to the above guidelines.

The Committee on Admissions and Financial Aid approved the confidentiality statement and agreed to its terms on: October 2, 2013.