

**The University of Arizona College of Medicine – Tucson
Student Employee Access to Curricular Affairs Data Policy**

Policy #:	n/a	Policy Name:	Student Employee Access to Curricular Affairs Data
Category:	General Educational Policies	Policy Status:	Final - TEPC Approved
COM-T Phase:	Pre-Admissions	Effective Date:	10/21/2020
Responsible Unit:	Curricular Affairs, Janet Corral, Associate Dean	Revision Dates:	n/a
Relevant LCME Standard(s):	11.5 Confidentiality of Student Educational Records	Page 1 of 1	

Purpose and Summary

This policy is intended for all student workers (undergraduate or graduate) within the College of Medicine – Tucson that have future intentions to apply to the College of Medicine – Tucson MD program.

Scope

For Family Educational Rights and Privacy Act (FERPA) and reasons of student confidentiality, Curricular Affairs requires that all student employees requiring access to Curricular Affairs digital systems and data as part of their job responsibilities need to sign an agreement of their intention to apply (or not) to the MD program.

Definitions

Family Educational Rights and Privacy Act (FERPA): Is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the [U.S. Department of Education](#).

Policy

If a student employee needs access to Curricular Affairs systems or data (i.e. exam questions and answers) as part of their role, including any student employees of any basic science or clinical department accessing data for any block, course, or clerkship in the MD program, they must wait at least one year from their last day of employment before applying to the MD program at the College of Medicine – Tucson. Students who apply to College of Medicine – Tucson in violation of this policy will not be considered for admission.