

**School of Medicine**  
**Office of Graduate Education**

**Office of Graduate Education Student Data Use Policy**

The purpose of these Guidelines is to provide information regarding the ways in which the UNC School of Medicine Office of Graduate Education (“OGE”) accesses, uses, and shares certain information about students. OGE stores, compiles and tracks public and private student information for the purpose of evaluating programs, applying for/renewing grants, tracking student performance, and maintaining contact with students after graduation. This includes but is not limited to:

- GRE scores, undergraduate GPAs, transcripts and other information provided during the application process;
- grades in graduate level courses;
- rotation evaluation forms and other faculty feedback
- time to PhD degree;
- funding sources during graduate school;
- participation in optional and required events/workshops/trainings/program;
- publication records;
- current contact information, (personal mailing address, personal phone number, personal email address);
- public content from the Internet (e.g., LinkedIn profiles); and
- career steps following graduation.

The OGE uses the information about you listed in the bullets above in a de-identified and aggregated format when it engages in activities such as publishing articles, evaluating programs, and applying for/renewing grants. These disclosures will not contain your personally identifiable information.

In accordance with the Federal Educational Right to Privacy Act (FERPA), OGE has established the following policy regarding use of student records and materials for advising purposes.

OGE will provide a full copy of the application for admission for any BBSP applicant to any party employed by UNC Chapel Hill (UNC-CH) with a legitimate educational 'need to know' what is in that application. 'Application for admission' includes anything in the submitted UNC-CH Graduate School application and any other materials provided by or on behalf of the applicant such as GRE scores, letters of recommendation and transcripts. Those whom the program has already deemed have a right to request and see that material include: members of the admissions committee reviewing the application, faculty who are interviewing the applicant, faculty First Year Group leaders and co mentors, Directors of Graduate study with a legitimate interest in finding out more about the applicant/student, members of the OGE program staff/faculty.

Upon request OGE will provide a full copy of the application for admission of any admitted student to:., faculty who have been approached about hosting a student for a rotation, potential

thesis mentor, director of training grant for which the student is being considered. The BBSP will determine whether others not on this list are eligible to see the application.

In accordance with FERPA, upon request OGE will provide to any enrolled student a copy of their application for admission with any letters of recommendation to which the student waived access to removed from the file.

The following material will be shared by the OGE program in a limited manner as described below

- Interview comments from faculty interviewers: these will only be shared with members of the OGE staff and members of the relevant admissions committee. Grades during the first year: will be shared upon request with FYG leader and DGS of program student is considering, as well as PI considering taking student on as a thesis student
- Rotation evaluations from faculty: this material is for first year advising purposes and will only be routinely shared with FYG leaders (who may choose to share, on a limited basis with their co mentors) and OGE staff. Written comments will never be shared directly with the student in question without the faculty's permission, though the 'essence' of the comments may be conveyed when deemed necessary. Faculty who ask for the evaluations will be encouraged to contact the other rotation mentors directly to get information. These evaluations will be transferred to PhD programs as described below
- Grades, application, and other parts of official student record will be transferred to PhD programs in June when students transfer out of BBSP.

The Family Educational Rights and Privacy Act ("FERPA") limits the disclosure of your personally identifiable information. Under limited circumstances, including but not limited to, a health and safety emergency, the University may disclose personally identifiable information about you to parties not described above. For a full explanation of your rights under FERPA, please see the University's FERPA Policy, located at <http://policy.sites.unc.edu/files/2013/05/FERPA.pdf>.

If you have any concerns about this use of your data or the data sharing and collection activities of the OGE, please contact Patrick Brandt (Director of Career Development and Training, [pdb@unc.edu](mailto:pdb@unc.edu)) or Anna O'Connell (Director of BBSP, [aboconnell@unc.edu](mailto:aboconnell@unc.edu)).