Request for Student Data for Use in Research Project

All requests must be in accordance with FERPA regulations and have Institution Review Board for Protection of Human Subjects (IRB) approval. If this is a project that a student is conducting, there must be a faculty advisor that approves the data request.

Storage of this data, either electronic or paper, must be in a secure location and not shared with a third party.

Requestor’s Information

Name: ____________________________________________________________
Department: ______________________________ Phone: _______________________
Faculty Advisor (if applicable): ____________________________________________
Signature: _______________________________ Date: _______________________

Project Information

Purpose of Project: ___________________________________________________
Data Requested: ______________________________________________________
How will the data be stored (electronic & paper): ___________________________
At the end of the Project, what will happen to the data: ______________________

Approval

Documentation of IRB Approval Attached? __________
Faculty Approval: _____________________________________________________
Office of Student Records Approval: _____________________________________
The student and the faculty member will be notified of the approval status of their request.