

AUTHORIZATION TO RELEASE STUDENT INFORMATION FOR RESEARCH PURPOSES

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232; 34 CFR Part 99) also known as FERPA, is a federal law that protects student educational records and access to the information contained within these records. FERPA protects your student records by prohibiting third party access to these records. While University officials can access FERPA information for legitimate education uses, such as grade assignments, billing, internal university assessments, etc., it prohibits the university from releasing FERPA protected information to any third party without your expressed written permission.

One such situation that falls outside of the legitimate educational uses provision is the use of FERPA protected information for research purposes. This includes all human subjects research that is governed by the "Common Rule" (45 CFR part 46) and is reviewed by the Institutional Review Board (IRB). This does not include situations such as course evaluations or quality improvement activities that would normally be conducted as part of any normal course process.

The BSU IRB and the Office of the Registrar has determined that while your faculty/course instructor or other university official may have access to FERPA protected information for legitimate university purposes, they do not have this kind of access for research purposes. As such, your expressed written authorization to release information, such as grades, billing information, etc., is required before they can access and/or use your FERPA protected information for research purposes.

I. Research Information

Principal Investigator:

Campus Address:

Campus Phone:

Department:

Project Title:

Approved IRB#:

Federally Funded:

Information Requested (Check all that apply):

Grades/GPA

Financial Information

Enrollment/Grade History

Other (Explain):

This Information will be used for (Check all that apply):

This Project Only

Possible Future/Follow-Up Research

Other (Explain):

Will a Non-BSU entity have access to this information? Yes No

Explain the purpose of the study/data request:

Final research data/dissemination will include:

Principal Investigator Assurance Statement

The Principal Investigator affirms that the data will only be used to meet the purpose of the above title IRB approved research protocol, that personally identifiable information of students will not be released to anyone other than those with a legitimate educational interest or whom that are part of the research team. Any FERPA protected personally identifiable information will be stored and/or destroyed (or returned) according to the procedures described in the Informed Consent or as required by law. Please note that the BSU IRB and/or Federal Authorities may have incidental access to any of the above collected information as part of their official functions, but this information will not be used for any other purposes. This authorization is to be used in conjunction with an Informed Consent for the participation in a research study.

The Principal Investigator also affirms that the authorization to release (or not to release) your FERPA protected information will not affect your grades, academic standing, position within the university, grant/student aid status and so forth.

The Principal Investigator is responsible for keeping this document in a secure location at minimum of 3 years after the study is complete.

***PLEASE PRINT FOR STUDENT TO FILL OUT AND SIGN**

II. Student Information

Student Name:

Student ID:

Phone Number:

Email address:

I authorize the release of the above listed information to the listed Principal Investigator for research purposes. I authorize its release under the following conditions (if any):

I do not authorize of the above listed information to the listed Principal Investigator for research purposes.

NOTE: If you decide at any point to revoke this authorization, you must do so in writing to the above listed Principal Investigator. Depending on the research project, data/information that was collected prior to the revocation may still be used for the research or withdrawn entirely. How revocation and use of previously collected data/information would be handled should have been explained as part of the Informed Consent process. If not, you have the right to ask before signing this form.

Student Signature

Date

If you have any questions about your rights as a research participants and/or, the use of FERPA protected information please contact:

Director, Office of Research Integrity
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Phone: 765-285-5070

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