

What is the Applicability of FERPA in my Research Study?

What is Directory Information?

Oregon State University will provide the following "directory" information to all inquiries without students' written consent:

- student's name
- current mailing address and telephone number
- Oregon State email address (other email addresses are not directory information)
- campus office address
- class standing (e.g. sophomore, junior, etc.)
- major field of study
- full-time or part-time enrollment status
- status as a graduate teaching assistant or graduate research assistant and hours of service.
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- date(s) of degree(s)
- most recent previous educational institution attended by student
- For members of athletic teams, directory information may also include: Height, weight, position played

Other institutions may define Directory Information differently. Check with the institution providing records.



Does my Study Meet the Requirements for a Waiver for Consent/Parental Permission?

If the study meets the following criteria, consent may be waived under FERPA:

- (1) The study is conducted in a manner that does not permit personal identification of parents and students by individual other than representatives of the organization that have legitimate interests in the information
- (2) The information is destroyed when no longer needed for the purposes for which the study was conducted
- (3) There is a written agreement in place with the organization that specifies the purpose, scope, duration of the study(ies) and what information will be disclosed; requires that personally identifiable information from educational records are used only to meet the purpose or purposes of the study; and ensures in writing that items 1 and 2 (above) occur.

NOTE: If your study meets the criteria for waiving consent under FERPA, please see the OSU FAQ "What do I need to know about informed consent?" and click on OHRP's FAQ #28 " to determine if it also meets the criteria for waiving consent for the IRB. Please contact the HRPP Staff with any questions.

Does FERPA Apply?

Is the project conducted in an educational agency or institution that receives any Department of Education funding?

Yes

Does the project involve Educational Records? (education records include any record that can be linked to a student, i.e. class assignments, advising notes, transcripts, videos of students in a class, online discussions in Canvas, etc.)

Yes

No

No

FERPA Does not Apply

Are Consent/Parental Permission Required?

Can you readily ascertain an individual's identity from the Educational Record?

Yes

No

FERPA does not require consent/parental permission for access to the educational records.

Is the information restricted to "Directory Information"?

No

Yes

FERPA does not require consent/parental permission for release of directory information. However, 34 CFR 99.37 provides certain additional conditions (including public notice to parents/students and parents'/students' right to refuse).

Is the study conducted for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction?

No

Yes

Waiver of consent/parental permission may apply.

FERPA requires consent/parental permission for access to educational records.

The consent form must meet the following requirements:

- Be a dated written signature **NOTE: electronic signature is acceptable if obtained within an authenticated environment, i.e. MyOSU or Canvas**
- Specify the records to be disclosed
- State the purpose of the disclosure
- Identify to whom the disclosure may be made

Oregon State
UNIVERSITY

Human Research Protection Program
Institutional Review Board
Office of Research Integrity
Phone: 541-737-8008
Email: IRB@oregonstate.edu
Website: research.oregonstate.edu/irb