

## The University of Iowa STUDENT DATA REQUEST FORM

**Purpose:** By signing this form you certify that you agree to abide by the state and federal laws and University policies that apply to the proper use of student data. You also signify that you understand that there may be a fee for the staff and server time required to create a non-published dataset. (A \$75/hour setup & processing charge with a minimum charge of \$75).

**RESPONSIBILITY:** The granting of data carries with it an implicit bond of trust that:

- You will store under secure conditions all data that you obtain.
- You will be a responsible user of student data.
- You will destroy all Student Records data when finished using them. ***Data is provided on a 'one-time use' only basis.***
- You will make every reasonable effort to interpret student data accurately and in a professional manner.
- If appropriate, you will make every reasonable effort to maintain privacy to the student data. This includes knowing that constitutes "directory" information and observing the student's right to withhold this information (see <http://student-services.uiowa.edu/students/policies/index.php> ).

**VIOLATIONS:** Misuse of the data will subject you to disciplinary and/or legal actions.

**CERTIFICATION:** I understand my obligations as a responsible user of the student data to which I have been granted access and acknowledge the fee structure for obtaining unpublished student data.

The University of Iowa considers the following data elements to be directory information: student's name, local address and phone, UI e-mail address, home town and state, HawkID, college(s), class or year, date(s) of attendance, major(s), full or part-time enrollment status, most recent educational institution attended, degrees and awards previously earned or those applied for in the current academic session, participation in study abroad (not location), participation in University activities and sports, height and weight of athletic team members.

**List or describe what student population you are requesting:** (i.e. all undergraduate freshmen, or all undergraduates, etc)

**List or describe each of the Student Data element(s) you are requesting** (except for those cases excepted by FERPA, all non-directory data requests require written signed student authorization for each student that is requested):

**Please indicate the intended use of the Student Data requested (publication, research, survey, etc.):** *If your request is for research please attach proof of IRB approval.*

**You will receive the data in Excel via e-mail unless otherwise specified (format and method):**

**Business Name:**

*(Please print)*

**e-mail:**

**Business Billing Address:**

**Business Phone:**

**Your Name:**

*(Please Print)*

**Phone:**

**Signature:**