

# RESEARCH & SURVEY GUIDELINES

Fox Valley Technical College

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*College Effectiveness Department*

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## Research Guidelines

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Any research intended to be published involving FVTC data or human subjects (students, faculty, or staff) requires FVTC Institutional Review Board (IRB) approval. Degree completion coursework for Bachelors, Masters, or Doctorate Degrees requires the student's university of attendance IRB approval followed by FVTC IRB approval.

Research (surveys, focus groups, etc.) conducted by an external entity involving FVTC requires prior approval.

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## Survey Guidelines

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A survey intended for distribution to FVTC faculty, staff, or students for their opinion, satisfaction, or input is required to be reviewed and approved prior to administration by Michele Zick, Director of Accreditation and Planning.

Prior approval is needed for:

- FVTC student projects involving surveys intended for distribution outside of their class
- surveys or research associated with coursework for internal or external staff completing a degree

Some departments have received overall approval when surveys or research are part of the program curriculum (for example, market research, course evaluations, etc.) with faculty directly supervising and responsible for the student activity. Other areas that use survey tools on an ongoing basis to follow up on training provided (for example, Training and Development, Business and Industry, etc.) do not need approval.

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## Guidelines for Protecting Personally Identifiable Information

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Never share, publish, or store personally identifiable student or staff information outside of FVTC. For example, data files of email addresses, personal ids, and names should only be stored on FVTC-supported resources.

Be cautious when sharing summarized data with small subsets of data where personally identifiable information could be deduced. An example of this would be course success rates broken down by academic program and ethnicity, where only one student responded. Someone could infer who the student is that identified his/her ethnicity. A best practice is to report "insufficient data" for subsets of four or fewer.

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## Additional Information and Resources

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*Administrative Policy – Research Proposal Review*

<https://www.fvtc.edu/About-Us/Policies/All-College-Policies>

*FERPA Standards – FVTC Website*

<https://www.fvtc.edu/myfvtc/student-forms-policies/family-educational-rights-and-privacy-act-ferpa>

*Administrative Policy – Family Educational Rights and Privacy Act Compliance*

<https://www.fvtc.edu/About-Us/Policies/All-College-Policies>

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is Federal legislation that sets forth requirements and provides guidelines for Post-Secondary Institutions regarding the privacy of student records for **ALL** students including high school students under the age of 18 enrolled in Post-Secondary classes. FERPA governs the release of educational records that are maintained by the College, as well as access to these records.

While the student has full access to their educational records at any time, **the following are the only records that Fox Valley Technical College (FVTC) can release at our discretion regarding the student without written consent of the student** (this is called Directory Information):

- **Student's name**
- **Enrollment status (full-time or part-time)**
- **Plan of study (major)**
- **Dates of attendance (by term/semester)**
- **Degrees (including dates)**
- **Academic honors and awards**
- **E-mail address (fvtc.edu)**
- **Mailing address**

Written consent from the student required for release of any other information regarding the student's educational record-this includes release of information to parents, spouse, siblings, etc. While this may seem restrictive, it is for the protection and privacy of the student that these Federal regulations were mandated. The consent or revocation forms are located at [www.fvtc.edu/fvtcforms](http://www.fvtc.edu/fvtcforms). The names of the forms are "Consent for the Release of Confidential Information" or "Request to Prevent Disclosure of Directory Information." If the student had a signed form to prevent (shutter icon) or release (star icon), an icon will be displayed on their student record.

If you have questions about FERPA or how it is applied to release of information at FVTC, please contact Enrollment Services at 920-735-5645 or email [registration@fvtc.edu](mailto:registration@fvtc.edu).