

**Michigan State University
Office of the Registrar**

**Procedure to Request Confidential Student Data
in Support of University Research**

If your research involves a survey of students, please review section 5 of the Guidelines Regarding Bulk E-mailing by Internal Users on MSUnet at <http://lct.msu.edu/guidelines-policies/bulk-email.html>.

Requests for confidential student data must be submitted via the Registrar's Office Data Request Form (<https://www.reg.msu.edu/StuInfoGen/DataRequest.asp>).

When student permission is required for the release of confidential data, the Registrar's Office will contact each student electronically to obtain that permission.

In the "Description and Purpose" section of the Data Request Form:

1. Specify the population of students (e.g. Students who have taken a specific course during a specific term).
2. Specify the student data being requested (e.g. name, term GPA, gender, primary major, etc.).
3. Include the project description:
 - a. Email description: A very brief description that will be sent via email to the students by the Registrar's Office.
 - b. Web site description: A longer description that will be displayed on the Registrar's website when asking the student for approval of the release of data. This description can include contact information, a list of primary researchers, and the purpose of the project.
 - c. Next steps: If the student approves of the release, do you wish him/her to proceed to another web site or take another step? If yes, include descriptive text providing further instructions for the student.
4. Specify the date the release requests should be sent to the students and the response deadline. Typically the students are given two weeks to respond and reminders are sent to those who have yet to respond after one week.

If the Data Request is approved, the Registrar's Office will email the population of students and direct them to a secure web site. After MSU NetID and password validation (electronic signature), the student will be able to enter his/her decision.

The Registrar's Office will record student decisions. Data for the students who approved release will typically be provided within one week of the student response deadline.

Once you receive the data, you will be responsible for the maintenance of the confidentiality of the information as established in the Family Educational Rights and Privacy Act and Michigan State University Access to Student Information (<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s542>).

Student email format:

The Office of the Registrar has received a request to provide data in support of university research. The data requested includes confidential data protected by [Michigan State University Access to Student Information and FERPA](#).

However, with your permission, the Registrar's Office can release this data.

After reading the description below, please indicate your decision here:
<http://www.reg.msu.edu/StuForms/ResearchRelease/ResearchChoice.asp>

You will be asked to log in with your MSU NetId and password to validate your identity. Your decision must be submitted by << response deadline >>.

If approved, data to be released to requestor: << requested student data >>.

A brief description of the research request is as follows: << Email description >>.

Example Secure Web Site page:

MICHIGAN STATE UNIVERSITY		Office of the Registrar					
About Us & Data	Calendars	Policies & Regulations	Enrollment & Registration	Programs & Courses	Graduation & Honors	Student Services	Faculty & Staff
<h3>Decision Regarding Release of Confidential Data</h3> <p>The Office of the Registrar has received a request to release confidential student data. The data requested includes confidential data protected by Michigan State University Access to Student Information and FERPA.</p> <p>However, with your permission, the Registrar's Office can release the data.</p> <p>After reading the description of the request below, please indicate your decision at the bottom of this page.</p> <p>If approved, data to be released to requestor: Student name, term GPA, primary major, student level and class.</p> <p>You have until 3/31/2012 to respond.</p> <hr/> <p style="text-align: center;">Procedure</p> <p>This is the authorization for the release of the data fields specified.</p> <p><input type="radio"/> I approve the release of my data for the purposes as described above.</p> <p><input type="radio"/> I do NOT approve the release of my data for the purposes as described above.</p> <p style="text-align: center;"><input type="button" value="Submit Response"/></p>							
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