Question 2
The University of Iowa
STUDENT DATA REQUEST FORM

PURPOSE: By signing this form you certify you 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 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 of the student data. This includes knowing what constitutes "directory" or public information and observing the student's right to withhold this information (see http://www.uiowa.edu/~vpss/policies/ili-a.html).

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user of the student data to which I have been granted access and acknowledge the fee structure for obtaining unpublished student data.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, hawk ID, 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 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 data 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.

Indicate how you wish to receive the data (format and method, ie Excel via email):

Name:  
(Please print)

E-Mail:

Mailing Address:

Phone:

Business Name & Address:  

Business Phone:

Signature:

Registrar Office Use Only:  Estimated Fee for obtaining data: ____________

09/24/07