

Procedures for Requesting a FERPA Consent Exception for Scholarship of Teaching and Learning

Background

Under the Family Educational Rights and Privacy Act ([FERPA](#)), the use of student educational records for research purposes generally requires consent. However, FERPA allows for a consent exception when the research is aimed at [improving instruction](#). This exception waives the requirement for individual consent to use educational records, provided the connection to "improving instruction" is demonstrated clearly.

Procedures

1. Prepare Your Research Proposal

- Use the eProtocol software on the IRB website to prepare your research proposal.
- Clearly explain how the research and use of student records will contribute to *improving instruction* at Longwood.
- Explicitly identify the student records you plan to use in the research (e.g., Quiz 1 grade, content from a graded survey, final grades in [specific class]).
- If applicable, include supporting materials (e.g., surveys, quizzes, assignments). Note: These course materials will not be critiqued by the IRB. Such review of course materials for meeting student learning outcomes is the responsibility of department chairs and administrators.
- Important: do not submit the research proposal to the IRB.

2. Request a FERPA Exception

- To request a FERPA consent exception, contact the Office of Research, Grants, and Sponsored Projects (ORGSP) via the Associate Provost for Research and Academic Initiatives (finkad@longwood.edu). Include the following details from your eProtocol proposal:
 - Proposal number
 - Proposal title
 - Principal Investigator (PI) name
- ORGSP will review your proposal and, if supported, work with the Office of the Registrar to obtain the FERPA consent exception.

3. Upload the FERPA Exception in eProtocol

- Once you receive the FERPA consent exception, upload it to the "Attachments" section of your proposal.
- Complete the "Consent" section of your proposal, selecting the "Waiver of Consent" option, answering "yes" to each question, and noting that you have received the FERPA consent exception.

4. Submit to the IRB

- After uploading the FERPA exception, submit your complete proposal to the IRB for review.