

Important Instructions

Outlined below are instructions for requesting student data. Please read carefully before completing this form for.

If you have questions about this form, please contact Jonathan Velez, University Registrar, at jvelez@chsu.edu.

Submission of Data Request

Office of the Registrar - Data Request
California Health Sciences University
120 North Clovis Avenue
Clovis, CA 93612

Requests must include the following:

- ✓ Completed Data Request Form
- ✓ Institutional Research Board Review Approval #
- ✓ Copy of Research Proposal

Review of Data Request

All data requests will be reviewed by the Office of the Registrar for compliance with applicable state and federal laws, and University policies and procedures regarding proper use of student data. Data requested for the purposes of surveys of any population must be reviewed by the Institutional Research Board (IRB) prior to data request submission.

Review and approval of data requests may also involve other CHSU offices.

Fulfillment of Data Request

Generally, request will be fulfilled within 10 business days after final approval. During busy periods or because of the nature of the request, longer times may be needed. Notice will be sent about the fulfillment time to the requester by email.



Data Request Form

Office of the Registrar

Please complete this form in its entirety. Incomplete forms will not be processed and will be returned to the requester.

CHSU students are required to obtain a signature from their supporting faculty/staff member. Under no circumstance will any identifiable data be released to students.

Section I: Requester Information

| | | |
|-------------|------------|-----------------|
| First Name: | Last Name: | Middle Initial: |
|-------------|------------|-----------------|

| | | | |
|------------------|---|---------|----------------|
| Date of request: | Your Affiliation with the University | | |
| | Staff/Faculty | Student | No Affiliation |

If a student, please list faculty supervisor name:

Faculty Signature _____

| | | |
|---------------|-------------------|-------------------|
| IRB Approval: | Date of Approval: | Title of Project: |
|---------------|-------------------|-------------------|

Please attach a copy of the proposal.

| | | |
|-----------------|--|--|
| Citi #: | Date of HIPAA training; or planned training: | Date of FERPA Training; or planned training: |
| Date Completed: | N/A to Request | |

Section II: Purpose of Request

Please indicate below the intended use of data:

Section III: Description of Request

Please provide a brief description of the data you are requesting:

Have you requested this information in the past? Yes No

Section IV: Selection Criteria

Please indicate the criteria to be used in selecting the data.

| | | | | | | | | |
|-------------------|--------------|------------|------------|---------|----------------|---------|--------|-------|
| Term | From: | Fall | Spring | Year: | To: | Fall | Spring | Year: |
| Program | COP | COM | | | | | | |
| Population | P1/OMS1 | P2/OMS2 | P3/OMS3 | P4/OMS4 | Administration | Faculty | | |
| | Staff | COP Alumni | COM Alumni | Other | | | | |

Please provide rationale for data need

Section V: Output Method

Data Request File Format

Microsoft Excel (xlsx)

Comma Separated Value (csv)

Section VI: Certification

Student/Employee Privacy: By signing this form, you certify you understand that after receiving data you are subject to state and federal laws and University policies which protect the information from disclosure for any purpose. Accordingly, by signing below, you agree to abide by such laws and policies, including the responsibilities listed below. You further acknowledge that you may be subject to discipline, up to and including dismissal/termination from CHSU, for not abiding by such responsibilities.

Responsibilities: The data request is a one-time request for the single purpose as noted in the request form. Data should not be released to third parties or internally in any manner other than as approved above. As a user of the data requested, you are responsible for:

- ✓ Storing under secure conditions all data that you obtain
- ✓ Taking every reasonable effort to interpret data accurately
- ✓ Properly destroying all data when finished using it
- ✓ Maintaining privacy of the data including knowing what constitutes "directory" or public information and observing the student's right to withhold this information.
- ✓ Consulting with the Registrar with questions about compliance with state and federal law, or university policy.

By signing below, I understand my obligations as a responsible user of the data to which I have been granted access. A faculty or university representative's signature is required if you are a student.

Requester's Name

Requester's Signature

Date

Faculty's/University Representative's Name

Registrar Signature

Date

Director of Institutional Research, Effectiveness and Research Signature

Date

Depending on the nature of the data, the following individuals will be consulted:

COP Assistant Dean of Student Affairs Signature

COM Assistant Dean of Student Affairs Signature

Date

Director of Financial Aid Signature

Director of Human Resources Signature

Date

For Office of the Registrar Use Only

Date Received:

Date Completed:

Priority Level:

High

Medium

Low

Purpose of the FAQ: All CHSU data is owned by the University and must be used for approved University purposes only. As the custodians of data, various CHSU offices are responsible for establishing and enforcing policies and procedures to protect data and ensure its appropriate use.

1. What is the Data Request Form?

The form is designed to facilitate sharing of CHSU data for legitimate education interest and conduct of scholarship. The form allows for a coordinated review and response from the relevant CHSU custodians of the data.

2. Why do I need to fill out a Data Request Form?

The form provides the Office of the Registrar and relevant offices with sufficient information to assess the request. The request will be reviewed for legitimate educational interest, scholarship (i.e. generalizable knowledge for distribution beyond the institution), and compliance with applicable law and CHSU policy covering dissemination of student, employee and institutional data.

3. Is a Data Request Form needed to obtain student and employee email lists?

Yes, because thought should be given to the appropriateness of intended use. For example, CHSU email addresses for the purpose of solicitation or marketing should never be provided to non-CHSU entities.

4. Can I share information about our students outside CHSU?

It depends.

- Student information that is considered “non-directory” should never be released to any outside organization or company, including those which may be acting as agents for the university. Any such intent should be communicated to the CHSU Registrar.
- Student information already publicly available on the CHSU website can be integrated into talking points and presentations.
- Information produced by scholarship and covered by the IRB process can be shared orally (e.g. presentation) or in writing (e.g. publication)

5. Can I get student performance data?

Student data related to grades (course level and assessment level), and other performance measures used by the CHSU programs can be requested by submitting a Data Request Form. Requests for student data are subject to rigorous review.

6. Can I get CHSU-related data?

CHSU-related data is available on the website (chsu.edu/oiaer), annual reports and fact book. Data not available through these methods can be requested by submitting a Data Request Form.

7. Can I get student financial data?

It depends.

Student level FAFSA data can only be shared in very limited circumstances. Section 483(a)(3)(E) of the Higher Education Act restricts the use of the FAFSA/ISIR data to the application, award, and administration of aid awarded under federal student aid programs, state aid, or aid awarded by eligible institutions. De-identified, aggregate, descriptive statistics about program participants may be shared. Requests for

data will be made by filling out the Data Request Form: all requests will be reviewed by CHSU relevant offices, according to the criterion of legitimate educational interest, and compliance with applicable law, CHSU policy and procedure.

8. What data can I access without student consent?

It depends.

- Do you need this data to be able to fulfill your professional responsibility?
- What are you planning to do with this data?
- Consent is required for the use of any personally identifiable information that will not remain internal to those who have a legitimate educational interest.

9. Can student consent be obtained electronically?

Yes.

With electronic consent, the Code of Federal Regulations (§99.30) states that consent may include an electronic form that “(1) Identifies and authenticates a particular person as the source of the electronic consent; and (2) Indicates such person’s approval of the information contained in the electronic consent.” The electronic tool must use an authentication process to verify student identity. Simply sending an email to a student’s CHSU email address is not enough because the link to the survey/consent form must only be accessed by the intended recipient (e.g. that the email with the link cannot be forwarded to another email address that can access/enter information). If you are required to obtain consent of a student for release of data, you must coordinate with the OAIER who will manage the process of ensuring consent is obtained in accordance with law and policy.

10. What if I don’t have approval from an Institutional Review Board (IRB) as requested by the form?

The data request will be denied. Individuals who request data should consider completing the research training offered by CHSU (CITI program) and submitting a research proposal to the Office of the Provost. The approved proposal can then be submitted to the IRB offered through our partnership with Rocky Vista University.

11. Can my data request be denied?

Yes. The University reserves the right to deny any such request based on applicable law, CHSU policy or procedure, if the requests relate to proprietary business information or any other lawful purpose. CHSU is not a government entity and as such is not subject to the federal Freedom of Information Act or equivalent state law. Further, the approval of the Institutional Review Board does not imply or guarantee access to data. The University has no obligation to grant any request for data.

12. What is the format of the data received?

The data provided will be in a file format compatible with the data (e.g. spreadsheet for numerical data), and deidentified.

13. Can I share the data that is provided to me?

It depends.

The raw data can be shared with the individuals listed on the research protocol and the IRB approval. Responsible conduct of research prohibits sharing the raw data with individuals not covered by the IRB approval.

14. How can individuals outside CHSU request data?

Requests for student information from courts and attorneys, including requests both with or without a subpoena, should be immediately forwarded to the Office of the University Legal Counsel. Other requests, such as those from law enforcement or government agencies, professional associations, and businesses, should be forwarded to the Office of the University Registrar.