

Policy for Filling Email List Requests Made by Faculty, Staff, and Students

UWL Office of Institutional Research, Assessment, and Planning (IRAP)

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All faculty, staff, and students intending to survey members of the UWL community (students, faculty, and staff) should review and abide by protocols established by the UWL Institutional Review Board (IRB) (www.uwlax.edu/grants/human-subjects-review-institutional-review-board-irb/).

Even if a researcher believes that his or her project is exemptible from IRB guidelines, Institutional Research will request IRB exemption or approval prior to filling requests for information.

Gender and racial/ethnic background of students is [FERPA-protected information](#). As such, Institutional Research cannot fill requests for student emails based on these characteristics without informed consent of the students to be surveyed. Even if a project has IRB approval or exemption, Institutional Research is bound by this obligation. In these instances, we recommend you consider alternative methods for reaching these target groups, such as working through appropriate student organizations.

The procedure for requesting email lists for use in surveying UWL students, faculty, or staff is as follows.

1. All requests – including those for email lists for in-class surveys – must be made by the supervising UWL faculty or staff member.
2. Requests for email lists must be made through the Data Request Form on the UWL Institutional Research, Assessment, and Planning website (www.uwlax.edu/institutional-research/).
3. Researchers are encouraged to review the [FERPA guidelines](#) to inform research design when considering samples of specific populations. IRAP can assist with strategies including stratified sampling, proportionate sampling, or working with service units on campus to help deliver the survey to the population of interest without disclosing the personally identifiable information (PII) of the students in the population.
4. IRB exemption or approval must be attached or referenced within the data requests.
5. The email address list will be returned to the requester in an Excel file unless requested in a different format. Institutional Research will disclose the minimum amount of information necessary to fill the researcher's request in order to protect PII and expand the population available to the researcher for sampling.