

FRCC Institutional Review Board (IRB) Guidelines



If you are planning on conducting research, evaluation, assessment, or any type of systematic investigation involving students, student records, or other data at Front Range Community College, please follow the guidelines outlined in this document.

Step One: Determine if you need permission from the Institutional Review Board (the committee whose purpose is to ensure ethical research practices at FRCC).

READ AND FILL OUT THE RESEARCH CHECKLIST

Did you check ANY of the check boxes?

No

You may proceed with your project following all components of the FERPA laws. See Appendix A to remind yourself of FERPA.

Yes

Step Two: Read the attached document in its entirety.

Step Three: Fill out the IRB application in Microsoft WORD format. See Appendix B for the "pdf" version of the application.

Step Four: Read the confirmation paragraph on page 1 of the IRB application.

CONFIRMATION OF LEAD INVESTIGATOR

I certify that this application accurately reflects the proposed research and that I and all researchers who will have contact with the participants and/or access to the data have reviewed this application and the FRCC IRB Guidelines and will comply with the letter and spirit of these policies. I understand that any changes in procedure which affect participants must be submitted to the IRB (using the Request for Change in Protocol Form) for written approval prior to their implementation. I further understand that any adverse events and significant changes in risk for participants must be immediately reported in writing to the FRCC IRB. By typing your name in the signature line, you are agreeing with the above statement.

Type your name on the signature line.

Email application and/or questions to irb@frontrange.edu

Step One: Research Checklist

FRCC is committed to safeguarding and respecting the rights and welfare of human subjects involved in research. The Institutional Review Board (IRB) is a committee whose purpose is to ensure ethical research practices by reviewing research proposals (IRB applications). The IRB is authorized to approve, require modifications, or disapprove applications to conduct research at FRCC. FRCC's IRB include representatives from faculty, administration, and Institutional Research.

Normal classroom and assessment activities related to teaching and improving learning will not need IRB approval. Examples of such activities which DO NOT NEED IRB APPROVAL include, but are not limited to:

- Coursework
- Grades
- Any assessment related to normal teaching practices
- Course evaluations
- Faculty evaluations
- Surveys designed to improve course delivery
- Focus groups designed to improve course delivery (without using voice, video, digital, or image recordings)
- Internal FRCC employee surveys
- Internal FRCC department assessments or evaluations
- Evaluation of internal FRCC services

The following check-lists are designed to help you determine if you need to fill out an IRB application. If you check ANY of the check-boxes, you will need to fill out an IRB application.

Check all that apply:

- Do you intend to collect information and then present it to a public audience or at a conference OUTSIDE of FRCC?
- Do you intend to publish findings or disseminate information OUTSIDE of FRCC based upon your work?
- Will you be collecting sensitive data (e.g. regarding drug or illegal substance use, sexual activity, mental illness, illegal activity)?
- Do you intend to collect data from voice, video, digital, or image recordings for research purposes?
- Is there is some reason you will NOT be able to follow FERPA Laws (for more information on FERPA, see page 3)?
- Will you be conducting interviews or focus groups AND recording voice, video, digital, or image recordings?

Check all types of participants that will be included in your project:

- A person who is mentally or psychologically ill or incompetent
- A person suffering from a terminal disease (e.g., AIDS)
- An institutionalized person (e.g., hospitalized)
- A prisoner
- A person who could feel compelled or coerced to participate
- A minor (a person under 18 years old).

Check all potential risks that apply:

- Participants will be exposed to any form of deceptive research practices (e.g., not being told what the project is really about).
- Participants will be exposed to physical harm.
- Participants will be asked socially sensitive information, which, if revealed, could place the participant at risk for civil or criminal liability or damage their financial standing, employability, or reputation.
- Someone could use the information collected to identify a participant with certainty, i.e., participants are audio or video recorded.
- There is a likelihood of risk or substantial stress or discomfort to the subject.
- Participants can be identified AND the data are NOT kept locked up, secure, and confidential.
- Procedures may potentially threaten or embarrass participants.
- Participants will be taking personality tests, inventories or questionnaires of a *personal* and *sensitive nature* where participants' identities will not be anonymous to the researcher.

The following website contains a decision tree that may be used as a guideline:

<http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm#c1>

Step Two: Read IRB Guidelines

This document is designed to explain the basic issues and concerns related to conducting research on human subjects at Front Range Community College. For further explanations and details, refer to the website: http://www.hhs.gov/ohrp/irb/irb_guidebook.htm

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What is the IRB?

The Institutional Review Board (IRB) is a committee whose purpose is to ensure ethical research practices by reviewing research proposals (IRB applications). The IRB is authorized to approve, require modifications, or disapprove applications to conduct research at FRCC. FRCC’s IRB include representatives from faculty, administration, and Institutional Research.

Does my study need IRB approval?

Any research with human subjects needs IRB approval. Research is defined as a systematic investigation designed to develop or contribute to general knowledge. Your study *may* need IRB approval. Complete the Research Checklist at the beginning of this document or contact the chair of the IRB.

Normal classroom and assessment activities related to teaching and improving learning will not need IRB approval. Examples of such activities which DO NOT NEED IRB APPROVAL include, but are not limited to:

- Coursework
- Grades
- Any assessment related to normal teaching practices
- Course evaluations
- Faculty evaluations
- Surveys designed to improve course delivery
- Focus groups designed to improve course delivery (without using voice, video, digital, or image recordings)
- Internal FRCC employee surveys
- Internal FRCC department assessments or evaluations

Three categories of IRB reviews

There are three levels of IRB reviews: exempt, expedited, and full board.

Approximate time to review the application*		Expiration Date
Exempt	1 to 3 weeks	Expires after 4 years
Expedited	2 to 4 weeks	Expires after 1 year
Full Board	4 to 6	Expires after 1 year

*Reviews may take longer if researchers do not respond rapidly to any concerns raised by the IRB

Exempt

In general, research in educational settings involving normal educational practices is exempt. However, this does *not* mean the research is exempt from the requirement to submit an IRB application or follow federal guidelines. It means the application involves **less than minimal risk** to participants.

Examples of exempt studies (not an exhaustive list):

- 1) Research in educational settings that involves normal education practices such as:
 - a. Regular educational strategies
 - b. The effectiveness of, or the comparison among, techniques of instruction, curricula, or classroom management methods.
- 2) Research that involves the use of educational tests (cognitive, diagnostic, aptitude, achievement), when the data are recorded in such a way that subjects cannot be identified directly or indirectly.
- 3) Research that involves survey, interview procedures, or the observation of public behavior (including the observation by participants), except where any of the following exist:
 - a. Responses or observation are recorded in such a way that subjects can be identified directly or through identifiers likened to the subject.
 - b. The subject's responses or recorded observations, if they became known outside the research, could reasonably place the subject at risk of criminal or civil liability, or would damage the subject's financial standing or employability.
 - c. The research deals with sensitive aspects of the subject's behavior, such as illegal conduct, drug use, sexual behavior, or the use of alcohol.
- 4) Research involving the collection or study of existing data, documents, or records, if these sources are publicly available or if the information is recorded by the Investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Expedited

Expedited reviews are for those studies involving **no more than minimal risk** to participants.

Examples of Expedited Reviews (not an exhaustive list):

- 1) Studies involving the recording of information so that participants are identifiable (audio or video recordings) require at least an expedited review
- 2) Studies using instruments, questionnaires, or surveys that have been generated or modified by the researchers require an informed consent and at least an expedited review.

- 3) Additionally, the above qualifications do not apply to survey or interview research with public officials as the sole population of subjects. Such applications almost always qualify for exempt review.

Full Board

Full Board reviews are for those studies involving **more than minimal risk** to participants. Full Board reviews involve a meeting with the IRB and those conducting the study.

Examples of Full Board Reviews (not an exhaustive list):

- 1) Support from non-FRCC sources that require full IRB approval
- 2) Likelihood of risk or substantial stress or discomfort to the subject
- 3) Procedures that may potentially threaten or embarrass subjects
- 4) Personality tests, inventories or questionnaires of a personal and sensitive nature where subjects' identities will not be anonymous to the researcher
- 5) Sensitive aspects of a subject's behavior that could reasonably place a subject at risk of criminal or civil liability or be damaging to a subject's financial standing or employability
- 6) Sensitive aspects of a subject's behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol and/or drugs
- 7) Healthcare procedures that are not conducted for the primary benefit of the subject
- 8) Diagnostic or therapeutic assessments, interventions, or measures that are not standard, generally acceptable, or common practice
- 9) Exposure to surgery, drugs, or chemical agents
- 10) Exposure to electromagnetic radiation (X-rays, microwaves), lasers, high frequency sound waves
- 11) Deception or procedures that are not known to the subject (e.g., the subject will not be fully informed)
- 12) Special populations (e.g., children, prisoners, pregnant women, fetuses, or individuals who are mentally or psychologically ill or incompetent)
- 13) Greater than minimal (i.e., moderate, high) risk to subjects
- 14) Collection of blood samples or other body fluids in any amount

What's all the fuss about?

FRCC is obligated to follow ethical principles while conducting research involving human subjects. The primary reference for those ethical principles is the **Belmont Report**. Prompted in part by problems arising from the Tuskegee Syphilis Study (1932-1972) and based on the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (1974-1978), the Department of Health, Education and Welfare (HEW) revised and expanded its regulations for the protection of human subjects 45 CFR part 46 in the late 1970s and early 1980s. In 1978, the Commission's report "Ethical Principles and Guidelines for the Protection of Human Subjects of Research" was published. Last Updated September 28, 2013

It was named the *Belmont Report*, for the Belmont Conference Center, where the National Commission met when first drafting the report.

The Belmont Report explains the unifying ethical principles that form the basis for the National Commission's topic-specific reports and the regulations that incorporate its recommendations.

The six fundamental ethical principles for using any human subjects for research are:

- 1) Respect for persons: protecting the autonomy of all people and treating them with courtesy and respect and allowing for informed consent.
- 2) Beneficence: maximizing benefits for the research project while minimizing risks to the research subjects.
- 3) Justice: ensuring reasonable, non-exploitative, and well-considered procedures are administered fairly (the fair distribution of costs and benefits to *potential* research participants).
- 4) Fidelity: fairness and equality.
- 5) Non-maleficence: Do no harm.
- 6) Veracity: Be truthful, no deception.

FRCC is also required to abide by the **Family Educational Rights and Privacy Act** of 1974 (**FERPA** or the **Buckley Amendment**). FERPA is a United States federal law. The regulations provide that educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education must provide students with access to their education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records. Examples of situations affected by FERPA include school employees divulging information to anyone other than the student about the student's grades or behavior, and school work posted on a bulletin board with a grade.

The IRB review process helps ensure the FRCC employees and students are within the guidelines of the Belmont Report and FERPA.

Informed Consent

Part of the Belmont Report (the guiding document for ethical principles) requires that all participants be directly told the implications, consequences, and risks of the research. They have a right to refuse to participate. They also have a right to give "informed consent." Informed consent also means participants can withdraw at any point in the study. Participants need to be told that participation is voluntary and they may withdraw at any time. In general, participants under the age of 18, need parental consent. The participant

then needs to give assent. Just because a child's parent gives consent, children need to also have the opportunity to refuse to participate.

Data and Identity Protection

It is important to keep all identifying data protected. Basic measures that need to be taken include (but are not limited to): not keeping identifying information on a hard drive, laptop or any other portable memory device; keeping documents in a locked file cabinet; replacing S-numbers with a new set of random number as the identifiers; deleting other identifying participant characteristics (e.g., ethnicity, gender, etc. that could identify a participant because of a low total count); and separating physically lists containing both S-numbers and fake identifying numbers from the data. See Appendix A for more specifics of following the FRCC FERPA policies.

When writing your consent letters, it will be important to understand the difference between confidential and anonymous. *Confidential* means that the researchers will know the names of the participants; whereas *anonymous* means that the researchers will not know the names of the participants. An example of confidential is conducting a pre- and post-test where each student's pre-test score will need to be match with his/her post-test score. An example of anonymous is giving a survey where names and other identifiers are not requested (e.g., email, address, etc.).

FAQs

Do I have to work at FRCC in order to conduct research at FRCC?

Only FRCC employees or those associated with the college are allowed to conduct research at FRCC (provided they receive proper permission and IRB approval).

Can I submit my IRB application from CSU, CU, UNC, Regis, etc?

Yes, the FRCC IRB will review an application using another institution's forms. The same criteria will be used to evaluate the research project whether the form is in the FRCC format or another format.

What if I already started my project but did not receive IRB approval?

Stop what you are doing. Contact the chair of the IRB committee and fill out the IRB application.

What about students under 18 years of age – can they participate in my study?

Under advisement from the Colorado Community College System, the FRCC IRB requires that if a participant is under 18 years of age then we need to obtain parental consent. In addition, we need to obtain assent from the participant.

What if I change my protocol (any procedures in my research study)?

Submit a “Request For Change in Protocol Form” (see Appendix B).

What if something goes wrong during my study?

If any adverse events and significant changes in risk for participants occur, you must immediately report the changes in writing to the FRCC IRB.

Can I send an email to all FRCC students?

According to the Educational Services System procedures the CCCS student email address is considered directory information and can be disclosed or utilized without prior written consent. However, personal email addresses are protected under FERPA and cannot be used in a manner that in which they may be disclosed outside the college. In general, CCCS is moving toward using CCCS student email as the official email of communication. If a single email is going to be sent to multiple individuals, email addresses need to be in the “BCC” line (blind carbon copy), not in the “to” line of the email.

Required Components of Informed Consent

Required Components of Informed Consent	Sample Wording
1. Statement of purpose of the study.	We are conducting a study to determine ____.
2. Short description of methodology and duration of participant involvement.	In this study, you will be asked to _____. Participation should take about ___ minutes/hours/days/weeks/months].
3. Statement of risks/benefits to the participants (including remuneration, if applicable).	<p>There are no foreseeable risks to you.</p> <p>OR</p> <p>The risks inherent in this study are no greater than those normally encountered during regular classroom participation including ____.</p> <p>OR</p> <p>The only risks to you include ____.</p>
4. Statement of data confidentiality. (Note: “confidential” means that the researchers will know the names of the participants, whereas “anonymous” means that the researchers will not know the names of the participants.)	<p>All information will be handled in a strictly confidential manner so that no one will be able to identify you when the results are recorded/reported.</p> <p>OR</p> <p>All information will be submitted anonymously, so that no one will be able to identify you when the results are recorded/reported.</p> <p>AND</p> <p>All information is subject to the Family Educational Rights and Privacy Act (FERPA) of 1974, which is designed to protect the privacy of educational records.</p>
5. Statement regarding the right of the participant to withdraw from the study at any time without negative consequences.	Your participation in this study is totally voluntary and you may withdraw at any time without negative consequences. To withdraw at any time during the study, simply contact [name, title of Principal Investigator] at [phone number, email address], or [mailing address]
6. An offer to answer any questions the participant may have.	Please feel free to contact [name(s), title(s) of all investigators] at [phone number(s)] if you have any questions about the study.
7. Contact information for FRCC’s IRB	Or, for other questions, contact the Chair of FRCC’s Institutional Review Board, at irb@frontrange.edu

Required Components of Informed Consent	Sample Wording
8. Signature lines for those 18 years or older	<p><i>If the participant is of age (18 years old or older), use:</i></p> <p>I understand the study described above and have been given a copy of the description as outlined above. I am 18 years of age or older.</p> <p>_____</p> <p>Print participant's name</p> <p>_____</p> <p>Signature of participant _____</p> <p>Date</p>
<p>Signature lines for those under 18 years of age.</p> <p>Must get assent from the minor and consent from his/her parent or guardian.</p>	<p>OR</p> <p><i>If the participant is not of age (less than 18 years old), use:</i></p> <p>I understand the study described above and have been given a copy of the description as outlined above. I agree to allow my child to participate with his/her assent when possible.</p> <p>_____</p> <p>Print participant's name</p> <p>_____</p> <p>Print parent's name</p> <p>_____</p> <p>Signature of parent _____</p> <p>Date</p> <p>AND</p> <p><i>ASSENT format</i></p> <p>I understand what I must do in this study and I want to take part in the study.</p> <p>_____</p> <p>Print participant's name _____</p> <p>Date</p> <p>_____</p> <p>Signature of minor</p>
For an anonymous (no name, no identifier at all at any point in the process) survey	<p>OR</p> <p><i>If the research is minimal risk and anonymous and you are requesting a waiver of documentation of consent, use:</i></p> <p>I am at least 18 years of age and completing this survey constitutes my informed consent.</p>
<p>If you are video or audio recording, you will need to add the appropriate statements:</p> <p>See Appendix D for a more detailed document on video and audio.</p>	<p>I give consent to be audio taped during this study: (Circle One) Yes No</p> <p>and/or</p> <p>I give consent to be videotaped during this study: (Circle One) Yes No</p> <p>and/or</p> <p>I give consent for tapes resulting from this study to be used for (describe proposed use of tapes): (Circle One) Yes No</p>

Research Participant Consent Form



FOR QUESTIONS ABOUT THE STUDY, CONTACT: _____

DESCRIPTION: You are invited to participate in a research study on (describe project in non-technical language). You will be asked to (describe procedures; mention video/audio taping, if applicable, and what will become of tapes after use, e.g., shown at professional meetings).

RISKS AND BENEFITS: The risks associated with this study are (describe foreseeable risks or discomfort to subjects; if none, state as such). The benefits which may reasonably be expected to result from this study are (describe any benefits; if none, state as such). We cannot and do not guarantee or promise that you will receive any benefits from this study. *(If applicable)* Your decision whether or not to participate in this study will not affect your relationship with Front Range Community College (e.g. grades in class, work study employment).

CONFIDENTIALITY: All subject information obtained from this research study will be kept confidential. Any student data released to the general public (for example, statistical tables) are designed so that it is not possible to identify specific individuals. The data may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law.

TIME INVOLVEMENT: Your participation in this (experiment/survey) will take approximately (amount of time).

PAYMENTS *(If applicable):* You will receive (**describe reimbursement; where there is none, state as such**) as payment for your participation.

SUBJECT'S RIGHTS: If you have read this form and have decided to participate in this project, please understand your participation is voluntary and you have the right to withdraw your consent or discontinue participation at any time without penalty or loss of benefits to which you are otherwise entitled. You have the right to refuse to answer particular questions. Your individual privacy will be maintained in all published and written data resulting from the study.

If you have questions about your rights as a study participant, or are dissatisfied at any time with any aspect of this study, you may contact - anonymously, if you wish - the Chair of the Institutional Research Board (IRB), <insert IRB chair name>, irb@frontrange.edu.

This disclosure statement fulfills the requirement of 34 CFR 99.32(a)(6) pursuant to the Family Educational Rights and Privacy Act of 2974 [20 United States Code 1232g].

If the participant is of age (18 years old or older):

I understand the study described above and have been given a copy of the description as outlined above. I am 18 years of age and I agree to participate.

Print participant's name

Signature of participant

Date

Appendix A: FERPA – Family Educational Rights and Privacy Act

(For the most recent version of FERPA, go to:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

Protect our students

Protect ourselves

To be allowed access to student records, you must carefully review the material presented below. Maintaining confidentiality of student records is everyone's responsibility whether you are faculty, staff or student.

Why?

- Because it's the right thing to do
- Because the Federal government requires us to do so

This tutorial is designed to give you a base-level knowledge of the rules governing release of student information.

What is FERPA?

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants five specific rights to the student:

- the right to see the information that the institution is keeping on the student
- the right to seek amendment to those records and in certain cases append a statement to the record
- the right to consent to disclosure of his/her records
- the right to file a complaint with the United States Department of Education
- the right to participate in a hearing if the request to amend is denied

What is a student educational record?

Just about any information provided by a student to the College for use in the educational process is considered a student educational record:

- Personal information. Personally identifiable information means data or information which may include the following:
 - Student name, the student's parent, or other family members
 - The student's campus or home address
 - A personal identifier (such as a social security number or student number)
 - A list of personal characteristics or other information which would make the student's identity easily traceable
- Enrollment records
- Grades
- Schedules

The storage media in which you find this information does not matter. Personally identifiable student records should not be stored on a laptop or any other portable memory device. Student educational records may be:

- a document in the Admissions or Records office
- a computer printout in your office
- a class list on your desktop
- a computer display screen. Note: users must either lock the screen or clear all student data and log out of any student record system when leaving the computer. Users should not share passwords.
- notes you have taken during an advisement session
- employment records if the student is employed as a result of their student status

What is not a student educational record?

Personal notes made outside the presence of the student are not considered education records; however, once you share that information with someone else, it then is protected by FERPA standards. Other examples of items that are not part of an educational record are:

- Case studies
- Law enforcement unit records
- Student employment records
- Medical records
- Alumni records

What does FERPA mean for a student's parents?

Records may be released to parents only if one of the following conditions has been met:

- through the written consent of the student
- in compliance with a subpoena, and
- by submission of evidence that the parents declared the student as a dependent on their most recent Federal income tax form (Internal Revenue Code of 1986, Section 152).

The College is not required to disclose information from the student's education records to any parent of a dependent student. However, the Registrar or Records office may exercise its discretion to do so, as indicated in the FERPA annual notification.

Current regulations also provide that even after a student has become an "eligible student" under FERPA, colleges may allow parents to have access to their child's education records, without the student's consent, in the following circumstances:

- the disclosure is in connection with a health or safety emergency (i.e., if knowledge of the information is necessary to protect the health or safety of the student or other individuals)
- for postsecondary students, the student has violated any Federal, State, or local law, or any rule or policy of the college, governing the use or possession of alcohol or a controlled substance, if the college determines that the student has committed a disciplinary violation regarding that use or possession and the student is under 21 at the time of the disclosure.

What are the basic rules?

- Student educational records are considered confidential and may not be released without the written consent of the student.
- As a faculty or staff member you have a responsibility to protect educational records in your possession. All employees who have access to educational records are responsible for maintaining the confidentiality of those records.
- Staff should be aware of what is considered Directory Information and only release such information after confirming that the student has not requested directory exclusion.
- Directory Information is: name, dates of attendance, degrees and awards received, major program, participation in officially recognized activities and sports, most recent educational institution attended, college-issued email address, admission or enrollment status, campus, college, or school, weight/height of members of athletic teams, and academic level.
- Directory Information is not: grades, GPA, Social Security number, date of birth, race, ethnicity, gender, address, or class schedule.
- You have access to information only for legitimate use in completion of your responsibilities as a College employee. “Need to know” is the basic principle of a legitimate educational interest.
- Under certain circumstances, the College may provide records without student consent. Records may be disclosed to College employees with a legitimate need to know; persons or organizations providing financial aid to the student; organizations conducting studies on behalf of the College; Federal, state, or local authorities conducting an audit or evaluation of compliance with educational programs; accrediting associations; persons in compliance with a judicial order or lawfully issued subpoena; persons in a health or emergency situation; an alleged victim of a violent crime committed by another student (the results of a disciplinary hearing); and to parents when there is a violation of College policy dealing with the use of controlled substances or an alcohol violation if the student is under 21.
- In a health or safety emergency, your campus Dean of Student Services or College-Wide Registrar may disclose education records if it is determined that there is an articulable and significant threat to the health or safety of a student or other individuals. In such cases, the College may disclose information from education records to appropriate parties whose knowledge of the information is necessary to protect the health and safety of the student or other individuals. College employees must document details of the situation and information disclosed (who, what, where, and when) in Banner.
- If you are ever in doubt, do not release any information until you contact your Registrar's office or Student Records office.

Special Do's and Don'ts for Faculty

1. To avoid violations of FERPA rules do not: post, display, or make available to the general public or other students (even if they are in the same class) anything containing a student's whole or partial Social Security number, Student ID number, or GPA, or final grade.
Please do: Refer the student to use his/her online student account to review his/her GPA or Final Grade or email the final grade to the Student CCCS email account on your Faculty Roster. Do not email grades to any other email account.
2. Do not leave graded tests in a stack for students to pick up by sorting through the papers of all students.
Please do: Leave tests for pick-up with an Instructional Assistant, who locks them in a secure place and ensures that no one can see them, to hand-out tests to students with acceptable identification. Acceptable identification includes:

Valid Identity and Verification of Age Documents

- Student identification card issued by a state supported college, university or high school.
 - Colorado driver's license
 - Colorado identification card
 - A valid U.S. Passport
 - Out-of-State driver's license
 - Foreign passport w/photo
 - Military ID/Common Access Card
 - Cert. of Naturalization w/photo
 - Cert. of Citizenship w/photo
 - Valid I-551
 - Valid EAH/Temporary Resident
 - Refugee/Asylee I-94 w/photo
 - BIA identification card w/photo
 - VA Card w/photo
3. Do not circulate a printed class list with student name and Social Security or Student ID number, phone number, or grades as an attendance roster.
Please do: Refer to your faculty roster on a regular basis to determine attendance. Off-site assignments such as a practicum/internship location can be shared if the student is part of the same cohort.
 4. Do not discuss the progress of any student with anyone other than the student (including parents) without the written consent of the student.
Please do: Ask the person making the request to inform the student to contact the Office of the Registrar or Student Records to complete an Authorization for Release of Information Form. However, the Educational Records Release form does not provide permission to conduct transactions for the student.
 5. Recommendation letters on behalf of a student that contain specific information from the student's educational record, such as grades or GPA, are in violation of FERPA unless the faculty member has received prior written permission from the student to disclose that information. When you receive requests for letters of recommendation from the student, you should have the student sign a written

authorization enabling you to disclose such relevant information in the letter. In the alternative, the content of the letter should not contain information from the student's education record as described above.

Please do: Complete a FERPA Release and Student Reference Request form and submit it to Admissions & Records for retention with the student's record.

6. Do not provide anyone with lists of students enrolled in your classes for any commercial purpose.

Please do: Ask the person making the request to inform the student to contact the Office of the Registrar or Student Records.

7. Do not provide anyone with student schedules, addresses or phone numbers, or assist anyone other than College employees in finding a student on campus.

Please do: Refer individuals looking for a student to the Office of Public Safety to help locate a student because student schedule, address, and phone number are not defined as directory information.

Appendix B: IRB Application

FRCC Institutional Review Board (IRB) Application



Please refer to the FRCC IRB Guidelines for more information on the IRB process. You may fill out the application and submit it to irb@frontrange.edu via email.

Name of lead investigator (Primary FRCC contact)			
Email		Phone	
Campus		Department	
Position (e.g. full-time faculty, part-time faculty, advisor, administrator, etc.)		If faculty (FT or PT), is your department/program chair aware of, and supportive of, this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) of other researchers on the project			
Title of research project			
For which level of IRB are you applying:	<input type="checkbox"/> Exempt <input type="checkbox"/> Expedited <input type="checkbox"/> Full Board	Will you be requesting data from Institutional Research?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you included: (type NA if not applicable)	<input type="checkbox"/> Surveys, Interview Questions, etc. <input type="checkbox"/> Consent Forms <input type="checkbox"/> Documents from other schools/organizations (e.g. Letters of Permission, IRB approval)		
Data source(s): (survey, exam, focus group, observation, video recording, secondary data (e.g. from an existing database), etc.)		Brief description of sample: (FRCC students, residents of Fort Collins, children in 4 th grade, elderly, prisoners, etc.)	
Is this a funded research project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide source:	
CONFIRMATION OF LEAD INVESTIGATOR			
<p>I certify that this application accurately reflects the proposed research and that I and all researchers who will have contact with the participants and/or access to the data have reviewed this application and the FRCC IRB Guidelines and will comply with the letter and spirit of these policies. I understand that any changes in procedure which affect participants must be submitted to the IRB (using the Request for Change in Protocol Form) for written approval prior to their implementation. I further understand that any adverse events and significant changes in risk for participants must be immediately reported in writing to the FRCC IRB. By typing your name in the signature line, you are agreeing with the above statement.</p>			
_____ Signature of Lead Investigator		_____ Date of signature	

Narrative: FRCC IRB Application

Use the following Headings (1., 2., 3., etc.) and all applicable Sub-Headings (3.1, 3.2, etc.) when composing the narrative portion of the FRCC IRB Application. Write the narrative so that a reviewer from outside your discipline may understand it. The text in the blue font can be deleted, but is there to help guide you in your answers.

1. Need for an IRB review

State your rationale for an IRB review (e.g. you intend to collect information and present it at a conference or publish it; you intend to collect sensitive data; you intend to collect data with identifying information, etc.).

2. Support for the category of IRB

2.1. Exempt (expire after 4 years)

If requesting EXEMPT, your study involves less than minimal risk. Briefly state why you believe your study involves less than minimal risk.

2.2. Expedited (expires after 1 year)

If requesting EXPEDITED, your study involves no more than minimal risk. Briefly state why you believe your study involves no more than minimal risk.

2.3. Full Board (expires after 1 year)

If requesting EXPEDITED, your study involves more than minimal risk. Briefly state why you believe your study involves more than minimal risk.

3. Purpose of the Research

3.1. Research Question(s) or Hypothesis(es)

What are you trying to find out?

3.2. Supporting Rationale and Potential Benefits

This needs to be more specific than “more research is needed on this topic.” This needs to address the concern of just doing research for the sake of research. How will answering your research question help students learn? What are the potential benefits of the research? A complete literature review is not needed.

4. Participants

4.1. Who will be in your sample?

4.1.1. Characteristics of your sample

Describe the characteristics of your sample (e.g. volunteers from ENG 121-003 Fall 2011 Semester, Boulder County Campus; all FRCC students who took Accuplacer in the Summer of 2011 and scored between 80 and 120 on the CLM portion of the test; students in the cafeteria who volunteer to take a survey; etc.). Be sure to address the age(s) of participants; whether or not participants come from a vulnerable population (e.g. children or adolescents, individuals with cognitive disabilities, pregnant women, prisoners).

4.1.2. Safeguards for vulnerable populations (if needed)

What safeguards do you have in place for vulnerable populations?

4.2. How will you recruit your sample?

How will you initially contact your potential participants? Will you post fliers? Will you make an announcement and ask for volunteers in class? Will you be requesting data from Institutional Research? Will you be emailing students?

4.3. How many participants do you expect in your sample?

Example: How many surveys will you be sending and what response rate do you expect? How many students will be in the data you request?

5. Data Collection Procedures

5.1. Data Collection Means

Explain how you will collect the data. Will you be giving a survey on Survey Monkey? Will you be conducting a focus group? If so, when and where? Will you be giving an exam? Will you be video recording speeches? Will you be requesting data from Institutional Research?

5.2. How will you obtain consent, if needed?

Explain how you will have participants give consent. For example, will they sign a consent letter? Will they give consent by taking the survey?

5.3. How will participants “opt out”?

Because all research is voluntary, how will your participants be directed that they can opt out of participating in the study or quit the study at any time?

5.4. Debriefing Plans

Describe your debriefing plans, if any. For example, if you are giving an assessment of commonly held misconceptions, do you have plans to correct the misconception at the conclusion of the research?

6. Data Analysis Procedures

How will you analyze the data? How will you answer your research question? Will you look at descriptive statistics (e.g. means, medians, standard deviations, graphs, charts, etc.)? Will you be conducting a hypothesis test (e.g. t-test, Chi-square test of independence)? Will you be conducting a regression analysis? If it is qualitative data, how will you analyze (make sense of the data)?

7. Data Handling Procedures

Remember that it is impossible to *guarantee* confidentiality. Information submitted electronically or in a group setting cannot be considered secure, and there is a legal obligation to report suspected mistreatment of children and serious threats against self or others. It is also possible that a court might order the release of data or a list of subjects. Again, focus on the steps you will take to maximize participant confidentiality.

7.1. Where will the data be stored?

Data cannot be stored on a harddrive, laptop or home computer. Data cannot be emailed. Data, can however, be stored in a file on the FRCC network drive. Will paper records be stored in a locked file cabinet?

7.2. Who will have access to the data?

7.3. How will the identity of participants be protected?

If participants are to be anonymous (i.e. no one, including the researchers, knows their identities), explain how this will be accomplished. If participants are to be confidential (i.e., the researchers know the identities of the participants), how will the identification of participants will be protected (e.g., data will be recorded by geographical area or group rather than by individuals, numeric identifiers will be used for interview or field data, records will be stored in locked file cabinets, etc.). Explain whether or not the data can be traced back to the original source from identifiers used in the records.

7.4. When will data be destroyed, and how?

For example, transcripts will be shredded in 3 years.

7.5. Special arrangements?

Describe any special arrangements to protect the safety of vulnerable populations, if applicable (e.g. hospital patients, developmentally disabled, young children, prisoners, etc.).

8. Participants' Risks, Discomforts, and Benefits

The IRB is required to insure that the potential risks to participants (however minimal) are clearly justified by the potential benefits of the research. You have already provided the benefits for the research as a whole in Section 3.2 of the narrative. Here you must delineate any risks and benefits to the participants. A single statement saying "risks are minimal" will require that your application be returned to you for explanation of the minimal risks.

8.1. Risks

A statement that "there are no foreseeable risks" is acceptable and is likely to be the case for *some* research. Another acceptable form for the risks statement is referring to the comparability of participants' experiences in the research to activities in everyday life (e.g., "the risks inherent in this study are no greater than those normally encountered during regular classroom participation"). On the other hand, foreseeable risks must be fully disclosed, for example the discomfort of having your views challenged by others in a focus group, the stress one may encounter when completing an exam-like instrument, the discomfort associated with negative feedback about a learning assessment, or the physical fatigue and discomfort associated with exercise.

8.2. Benefits

It is possible that participants will benefit directly from their participation by gaining knowledge or skills; however, if the participants do not stand to benefit directly from their participation, say so plainly. Indirect benefits should also be mentioned (e.g., benefits to the discipline as a result of what is learned from the research project, benefit to the college, etc.).

9. Costs and Compensations

9.1. Costs

Costs might include missed instructional time, expense associated with transportation to and from the data collection site or the loss of artifacts (e.g., artwork, homework) to the researcher.

9.2. Compensation

Compensation might include extra credit in a class. If this is the case, be sure to stipulate here that an alternative form of extra credit of comparable effort and equal value is also available. In other words, extra credit must be available to all students, whether they volunteer for a given research study or not. Other compensation might be refreshments, gifts, money, raffle tickets, or an educational debriefing. Note: General funds cannot be used for certain items (e.g., gift cards) and employees are limited in what they can receive in gifts (Amendment 41). Refer to FRCC Finance Organizational Guidelines (FOG). **If compensation is provided, it must not be so great as to coerce participation.**

The IRB expects that any risks and benefits identified here will be communicated to the participants (e.g., through the informed consent document).

10. Grant Information (if applicable)

If the study is, or will be, funded by a grant, please explain fully. Explain any restrictions imposed by the grantor. Evidence of ethics training is required of all researchers working on federally funded research that involves human participants.

11. List of all relevant materials

Submit all relevant materials as part of the application. These materials may include, but are not limited to:

- Consent Documents – Follow the guidelines for construction of consent documents.
- Letters of Permission – Attach written permission from site of data collection if external to FRCC.
 - Letters or forwarded e-mails should document the permission of appropriate officials to recruit participation from and collect data in schools, child care centers, hospitals, clinics, and other colleges/universities.
- Survey Instruments – Copies of widely used standardized tests are not necessary.
- Questionnaires
- Interview Questions/Potential Questions/Protocols/Range of Topics
- Debriefing Materials (if applicable)
- Documentation of IRB Training (required for federally funded research and for full board review protocols)

Appendix C: Request for Change of Protocol

FRCC Institutional Review Board Request for Change of Protocol



Name of lead investigator (Primary FRCC contact)			
Email		Phone	
Title of research project			

Step One: Check all categories impacted by the change(s).	X
Lead investigator name, other investigators involved, or title of research project	
12. Need for an IRB review	
13. Support for the category of IRB	
13.1. Exempt (expire after 4 years)	
Expedited (expires after 1 year)	
13.2. Full Board (expires after 1 year)	
14. Purpose of the Research	
14.1. Research Question(s) or Hypothesis(es)	
14.2. Supporting Rationale and Potential Benefits	
15. Participants	
15.1. Who will be in your sample?	
15.1.1. Characteristics of your sample	
15.1.2. Safeguards for vulnerable populations (if needed)	
15.2. How will you recruit your sample?	
15.3. How many participants do you expect in your sample?	
16. Data Collection Procedures	
16.1. Data Collection Means	
16.2. How will you obtain consent, if needed?	
16.3. How will participants "opt out"?	
16.4. Debriefing Plans	
17. Data Analysis Procedures	
18. Data Handling Procedures	
18.1. Where will the data be stored?	
18.2. Who will have access to the data?	
18.3. How will the identity of participants be protected?	
18.4. When will data be destroyed, and how?	
18.5. Special arrangements?	
19. Participants' Risks, Discomforts, and Benefits	
19.1. Risks	
19.2. Benefits	
20. Costs and Compensations	
20.1. Costs	
20.2. Compensation	
21. Grant Information (if applicable)	
22. List of all relevant materials	

Step Two:

Using *Track Changes*, or other obvious editing techniques such as *strike through*, edit the original IRB application. Add the new procedures so the committee can clearly determine the differences between the original application and the modified application. Explain each change.

Example:

Original IRB: We will give the survey to 50 students.

Modified IRB: We will give the survey to ~~50 students~~. 100 students. We are now going to give the survey to 2 more classes than originally planned to try to increase the validity of the study.

Send this form and the edited IRB application to the chair of the IRB committee:
irb@frontrange.edu

Appendix D: Permission to video or audio record

Photograph & Video Release Form

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- conference presentations
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

I am 18 years of age or older.

Print Name _____

Signature _____ Date _____