



UNIVERSITY REGISTRAR

August 25, 2010

To Whom It May Concern:

I was asked to review the details of Dr. Diane O'Dowd's research for FERPA compliance. I reviewed a draft of their Narrative:

*Using active teaching to enhance student performance and satisfaction in biology at UCI*

I was also asked to review the information sheet that will be given to students.

FERPA Overview:

- The proposed data that will be collected are class materials and some student data from the University Registrar. Some of the study personnel are instructors for the class. As instructors, they would have Legitimate Educational Interest in the class materials but still require informed consent to be used in the study. Informed consent is also required to obtain student data from the University Registrar.

The courtesy letter and information sheet provided to the students specify what student records will be collected and how it will be used. The courtesy letter and information sheets which also include information on how to opt-out of the study, acts as informed consent from the students.

So long as the study does not include student who have opted-out, the use of the student data will be in compliance with FERPA and University Privacy Policies.

- FERPA is always relevant to the publication and disclosure of the collected data. The research stated that all data collected will be published as aggregate data (i.e. averages). Aggregate data, so long as there are no identifiers present, is allowable under FERPA. I suggested informing the students clearly on the student information sheets and consent forms that only aggregate data will be published. This also includes survey data collected for the course.

So long as this study accommodates the FERPA concerns listed above, then the research is within satisfactory compliance with FERPA. For more information or questions, please contact me at (949) 824-9672 or [ifonseca@uci.edu](mailto:ifonseca@uci.edu).

Sincerely,

Handwritten signature of Iris Mark Fonseca in cursive.

Iris Mark Fonseca  
FERPA Analyst