

San Francisco State University, Office of Institutional Research Data Sharing Guidelines

San Francisco State's Office of Institutional Research (IR) has access to a wide variety of official data that have been cleaned, verified, and approved by the California State University, Chancellor's Office. The data can be provided to internal and external stakeholders with a reasonable need in accordance with the Code of Ethics and Professional Practice of the Association for Institutional Research, the Family Educational Rights and Privacy Act (FERPA), and applicable SFSU policies. Not all requests will meet these criteria. While there are many restrictions on the use of data, FERPA strictly prohibits the sharing of data in which an individual is identified. Only the person requesting data may make use of it when personal identifiers are included. Information regarding FERPA is available on the SF State Registrar's website: [Privacy Rights](#)

Most data are available in aggregate form, much of it on online dashboards, and may be provided at the unit record level to faculty/staff in rare circumstances. To request a unit record data file, please contact IR (institutionalresearch@sfsu.edu).

- Unit record data will NOT be released to a student and will not, with very rare exceptions, be provided for student research/assessment projects.
- All unit data released by IR to staff/faculty members must be approved by the IR Director and the Associate Provost for Institutional Analytics.
- Unit record data, including email addresses and other directory information will not be released by IR for use in recruiting human subjects for research/assessment protocols except in very rare circumstances.
- Proof of [Institutional Research Review Board](#) (IRB) approval is required before unit record data will be provided for use in research/assessment projects that are expected to result in publication/presentation. Unit record data will only be provided by IR for IRB research projects that demonstrate direct impact for the success and improvement of the San Francisco State community.
- Faculty and staff data are maintained by [Human Resources](#).
- Financial Aid data are maintained by the [Office of Student Financial Aid](#).