University of San Francisco
Protection Policy for Student Work Undergoing Assessment

**Purpose:** To provide a policy for the protection of student work being assessed for assessment and accreditation purposes to assure student privacy. This policy will be displayed on the Office of Assessment and Accreditation Support website, on the University Assessment Committee website and printed in Fogcutter, the student handbook.

**Protection Policy for Assessment of Student Work**
Consistent with the mission and values of the University of San Francisco, student work will be periodically collected as evidence of student achievement and educational effectiveness. Student work is defined as any product that students complete to demonstrate what they have learned, including research papers, essays, presentations, and portfolios. Student work collected for assessment and accreditation purposes does not require consent. Assessment is an education activity that does not meet the federal definition of research (45 CFR 46.102d) and therefore is excluded from Institutional Review Board (IRB) review.

Appropriate safeguards must be put in place to assure student privacy. Access to student work will be restricted to faculty and the Office of Assessment and Accreditation Support staff. Once obtained, all student work will be secured in a password-protected and encrypted online database. Use will be supervised by the Office of Assessment and Accreditation Support staff. Although FERPA allows disclosure of personally-identifiable information without written consent for assessment and accreditation purposes (99.31), all student work will be stripped of identifying information. Information will be aggregated to avoid identifying students.

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