

Institutional Review Board (IRB) Request for

Certificate of Exemption

The Institutional Review Board at Lower Columbia College is charged with upholding [Policy Number 320](https://lowercolumbia.edu/publications/administrative-policies/320.php): Policy for the Protection of Human Subjects. Individuals who desire to conduct research of any kind within the context of the institution (including but not limited to involvement of LCC students, employees, or facilities) must receive approval from the Institutional Review Board before proceeding.

Please fill out the form below and submit it with a copy of the proposed instrument/project to the chair of the Institutional Review Board (e-mail to [whall@lowercolumbia.edu](mailto:whall@lowercolumbia.edu) or send to Wendy Hall, Lower Columbia College, 1600 Maple Street, Longview, WA, 98632).

In order to be considered exempt, research projects must meet the following “exemption from reporting” requirements:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, including but not limited to:
   1. Research on regular and special educational instructional strategies, or
   2. Research on the effectiveness or the comparison among instructional techniques, achievement of student learning outcomes, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey or interview procedures involving normal educational practices, or observation of public behavior, unless:
   1. Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and/or
   2. Any disclosure of the human subject’s responses outside the research could reasonable place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation.

🗖 I believe this project qualifies for a certificate of exemption.

Name (typing name constitutes e-signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate of Exemption granted by IRB (date, chair):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_