

APPENDIX 1

Criteria Relating to Research Involving Excelsior College Enrolled or Prospective Students, Faculty, Staff, or Alumni

To minimize survey fatigue and the over sampling of prospective students, enrolled students, staff, faculty, and alumni, and optimize the value of survey activities, the College has established a policy limiting the number of times annually that a student, staff member, faculty member, or alumnus may be included as a subject in a research study. Members of these groups may not be selected as a research subject more than four times during any 12-month period.

During the IRB review of research proposals involving prospective students, enrolled students, staff, faculty and alumni, consideration will be given to methods proposed by the researcher to minimize oversampling. In general, research involving members of these groups should use sampling methods rather than selecting entire populations as research subjects.

Exemptions to the Oversampling Restriction: Research studies exempted from the oversampling restriction include course evaluations, workshop evaluations, examination surveys, service quality surveys issued by Analytics and Decision Support, surveys required to meet institutional or program accreditation expectations, surveys conducted by Excelsior College staff or faculty on individuals not affiliated with the College unless a review is requested by the researcher, and others deemed essential by the provost and chief academic officer.

Upon approval from the IRB, researchers wishing to select prospective students, enrolled students, staff, faculty, and alumni as research subjects shall follow the procedure to designate members of these groups as research subjects. Assignment of the proper codes in the Student Information System will ensure that members of these groups are not oversampled.
