



## **SURVEY DISTRIBUTION POLICY**

Area:	Enrollment Management	Number:	
Applies to:	Campus Community and Third Parties	Issued:	June 2016
Sources:	<a href="#">Family Educational Rights and Privacy Act (FERPA)</a>	Revised:	January 5, 2021
	Policy	Reviewed:	
Policy Owner:	Vice-President for Enrollment Management	Page(s):	2

### **I. Purpose**

Georgia Southern University often receives requests from on-campus and off-campus entities for the distribution of surveys to various populations (e.g. students or subsets thereof, faculty or subsets thereof, and/or staff or subsets thereof). In order to avoid “survey fatigue” and reduce duplication, enhance survey effectiveness and preserve population resources, an organizational framework for survey distribution is necessary.

### **II. Policy Statement**

In order to avoid “survey fatigue” and reduce duplication, enhance survey effectiveness and preserve population resources, and to protect our campus community from improper survey collections, all surveys must be approved by the Office of Institutional Research (OIR) prior to distribution.

### **III. Exclusions**

Survey distribution to smaller populations conducted by GS faculty, staff or students within a single department or college will not require institutional level review or approval, but that of the appropriate department or Dean/division head (or designee).

- Institutional Review Board approval is still required for human subject research where applicable.
- Department Head /Dean or Division Head approval is still required.
- These studies may not be transmitted on the major GS listservs.

All surveys must be approved, but the level of approval depends on the type and scope of the survey:

- Internal surveys/research approvals required:
  - Department Head /Dean or Division Head (or designee)
  - OIR (Depending on the scope or content of the survey, the OIR may seek additional approval.)
  - IRB

- External surveys/research approvals required:
  - All external requests for access to a Georgia Southern population must be emailed to iroffice@georgiasouthern.edu.
  - OIR.
  - IRB (IRB will route the survey to the Provost for approval).
  - Provost or Vice President (or designee).

#### **IV. Procedures**

A. Send all survey requests to iroffice@georgiasouthern.edu.

B. The Family Educational Rights and Privacy Act (FERPA) and Georgia Southern's FERPA Policy do not allow release of student email addresses, unless the request meets the regulatory requirements. This law applies regardless of whether the survey is being conducted for research, marketing, or any other purpose.

C. No person or entity (including campus community members and groups) shall be permitted to access or use campus listservs (including, but not limited to, GSNEWS, GSINFO, GSFAC, and student listservs utilized by the Division of Student Affairs) to distribute surveys without appropriate authorization from the OIR. Other than those in the OIR who are responsible for survey distribution, campus employees with access to these emails as an official job duty are prohibited from allowing access to third parties and/or distributing survey documents on behalf of third parties.