

---

---

---

If a faculty member is proposing the use of their own students in their research, the following factors will be considered throughout the approval process:

- The research does not present any greater than minimal risk to participants
- The research has some potential benefit to the overall student experience
- **If the data being collected can be linked to the identity of the students providing the data** (for example, the data being collected will be linked to final exam scores or course grades, because it is part of the standard student experience in the course), the informed consent agreement presented to students clearly articulates that participation in the research will carry no benefit in terms of grades, financial incentives, or other favorable considerations, and that declining to participate will carry no unfavorable outcomes with regard to grades, course experience, or any other factors. *Please review the [Informed Consent Guidelines document](#), posted on the Office of Planning and Institutional Effectiveness page of the College's website*
- The collection of informed consent documentation will be conducted by a third party who is NOT in a status relationship with the students (i.e., a department secretary, professional assistant, another faculty member who is not involved in the research...)
- Informed consent documentation will remain in a secured location that is inaccessible to the faculty member until AFTER the course is completed and final grades have been posted
- The faculty member will not begin analysis on data provided by participants who have granted informed consent until AFTER the course is completed and final grades have been posted, and will only utilize data from those students who did provide consent
- **If the data being collected cannot be linked to the identity of the students providing the data** (for example, an anonymous survey that contains no identifying information), the faculty member may explain the research to students and provide an opportunity to answer any questions about the research, then leave the room while an uninvolved third party distributes and collects the survey. The faculty member would not know which students did or did not complete the survey. This scenario, however, creates concern regarding the use of classroom instructional time to collect research data
- **The use of classroom seat time for collection of research data is not something taken lightly by the College.** The contract entered into between the student and the College when a student registers for courses does not include the use of classroom time for activities designed to benefit the faculty member through their access to students. Classroom time is allocated for instruction and delivery of relevant course content. If faculty members intend to use classroom instructional time to collect research data, they need to be prepared to justify this use of seat time

- No data will be collected from any students who are under the age of 18. The informed consent forms presented to students must explain that by consenting to participate, the student is confirming they are at least 18 years old. In the case of an anonymous survey, where informed consent forms are not being collected, the researcher explains clearly to students that they may only complete the survey if they are at least 18 years old

Keeping in mind these important points regarding access to students and the College's