

**Cochise College
Administrative Policy**

**Category: Administration
Policy Number: 1014**

Title: Conducting Surveys/Research at the College

Cochise College is committed to the protection of its students, employees and others who may conduct, or participate in research projects, including surveys, sponsored by or associated with the college. The Director of Institutional Research and the Human Subjects Research Committee are charged with evaluating potential research projects to ensure that risks to any party are limited and they are in compliance with standards outlined by the Code of Federal Regulations, Title 45 (45 CFR Part 46) Protection of Human Subjects. Details about the review process may be found in the college's document, *A Manual for Human Subjects Review*.

Anyone proposing to conduct research projects, including surveys or focus groups, at the college must first seek approval from the Office of Institutional Research prior to administration. Additionally, college staff who are conducting research in the community must also have their research projects reviewed.

Some research projects or surveys may be exempt from review if they are conducted by a college instructor in his/her classes, by departmental personnel within their own department, and if the data collected does not contain individually identifiable information.

For more information on the types of research which require review and those that are exempt contact the Office of Institutional Research.