

 BROWN	Student Survey Policy	POL 02.05.01
		Effective Date: April 8, 2025

1.0 Policy Purpose

The purpose of this policy is to reduce survey fatigue amongst students, advise on and ensure data quality, protect individuals, and ensure a positive survey experience at Brown.

2.0 To Whom the Policy Applies

This policy applies to anyone conducting surveys of undergraduate, graduate, and/or medical students.

3.0 Policy Statement

Contact the Office of Institutional Research (OIR) before starting a student survey that meets the below criteria. OIR may have relevant data available and can assist in establishing a plan. Additionally, OIR has expertise in developing survey questions that yield actionable data and in implementing methods to protect individual privacy.

3.1 Survey Criteria

If a survey meets any of the following criteria, it must be coordinated in accordance with section 3.2 of this policy.

- Will be used to inform an academic or administrative need related to University programming, policies, or operations
- Used for institutional measures and improvement
- Targets an entire population at Brown (e.g., undergraduate students, graduate students, medical students) or a sample of that population for purposes of generalizing to the broader population
- Targets a subpopulation based on demographic or identifying characteristics (e.g., gender, race, concentration) for purposes of generalizing to the broader population
- Requires a sample be pulled from system data (e.g., Banner)

3.1.1 Exemptions

Exemptions to this policy include: faculty research projects; student class projects or work related to student organizations; forms used to collect information for the maintenance of data systems; course feedback; polls intended to gather limited information; feedback collected at point-of-service; or surveys sent by academic or administrative units, program leaders, or student group leaders to members within that academic or administrative unit, program, or student group for evaluation of that academic or administrative unit, program, or student group. OIR is the approval authority for additional exemptions to this policy.

3.2 Survey Coordination Requirements

Review the [survey guide](#) and obtain written approval (e.g., an email) from the relevant senior officer(s) for all Brown population(s) being surveyed:

- **Undergraduate students** - Dean of the College and Vice President for Campus Life
- **Graduate students** - Dean of the Graduate School, Dean of the School of Professional Studies, Dean of the School of Engineering, Dean of the School of Public Health
- **Medical students** - Dean of Biology and Medicine

Consult the [survey calendar](#) to avoid conflicts or redundancy in survey topics (e.g., campus climate, student satisfaction). OIR will advise on timing and topics.

Complete [the Survey Description Form](#) and forward the written approval from the relevant senior officer(s) to oir@brown.edu. OIR will review and respond within three weeks of submission to advise on next steps.

Please note, in accordance with the [University's Student Data Release Policy and Guidelines](#), email lists will only be provided for surveys that meet the criteria outlined in section 3.1.

4.0 Definitions: N/A

5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and following this policy. University supervisors and employees with student oversight duties are responsible for promoting the understanding of this policy and for taking appropriate steps to help ensure and enforce compliance with it.

6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures. or for non-employees may result in the suspension or revocation of the user's relationship with Brown University.

7.0 Related Information

Brown University is a community in which individuals are encouraged to share concerns with University leadership. Additionally, [Brown's Anonymous Reporting Hotline](#) allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 Related Policies:

- [FERPA Policy](#)
- [University's Student Data Release Policy and Guidelines](#)

7.2 Related Procedures:

- [Survey Guide](#)

7.3 Related Forms:

- [Survey Description Form](#)

7.4 Frequently Asked Questions: N/A

7.5 Other Related Information:

- [Survey Calendar](#)

8.0 Policy Owner and Contact

8.1 Policy Owner: Provost

8.2 Policy Approved by: President

8.3 Contact Information: Office of Institutional Research

- oir@brown.edu
- 401-863-1914

9.0 Policy History

9.1 Policy Issue Date: April 8, 2025

9.2 Policy Effective Date: April 8, 2025

9.3 Policy Update/Review Summary: N/A