

## Process for Students to Request Student Email Addresses for Surveys and Research Projects

Students who would like access to CMU students' email addresses for any research purpose (including, but not limited to surveys, class projects, theses, and dissertations) should complete these steps at least two weeks prior to the date the addresses are desired.

Our goal is to support student research projects while minimizing the overall impact of projects on the student population. Therefore, in order to accommodate the increasing number of requests for student e-mail addresses, each approved project will receive a list of 500 addresses that are randomly selected from the population relevant to the project. Once a student has been randomly selected for invitation to participate in a project, he or she is not selected for subsequent projects. Exceptions to the 500-address limit are very rarely granted.

Requests are only accepted from currently enrolled students and student e-mail addresses will not be provided to parties outside the CMU community.

If this request is for research that is expected to be published or publicized outside of CMU, the student must also contact the Institutional Research Board (IRB) for prior approval.

1) Ask your course instructor to confirm in writing to the University Registrar ([jp7p@andrew.cmu.edu](mailto:jp7p@andrew.cmu.edu)) that you are conducting this survey for their course and under their direction. Projects that are developed outside of courses (for example, a student organization wanting to learn about student preferences for events and activities) are exempt from this requirement.

2) You must submit the following to the University Registrar:

- a) Copies of all survey instruments, along with text for all survey invitations
- b) A description of the type of students you wish the sample to be drawn from (specific class levels, colleges, genders, degree levels. etc.). Unless you request otherwise, we will assume your population is only CMU Pittsburgh students and not students studying at any other CMU location.
- c) Verification that you understand the student email addresses you receive cannot be released to any other parties, and may only be used for the initial survey contact. Any plan to follow-up with students who complete your survey must be approved in advance.
- d) A description of how you will safeguard, store, and destroy all student contact information and student survey responses at the conclusion of the project.
- e) Verification that you will delete any student contact information and response data that is personally identifiable at the conclusion of your project.

3) If your survey is about an area that is within the responsibility of a university office, you must also discuss your project with a representative of that office prior to approval. For example, if you wish to conduct a survey about student preferences for meal plans, you must meet with the Director of Dining to ensure the information you share and collect is accurate and that your project is not at cross-purposes with any of their current studies. The University Registrar and the Director of Institutional Research and Analysis ([jsutkus@cmu.edu](mailto:jsutkus@cmu.edu)) can help you determine which office you need to involve (if any) once they have reviewed your survey.

4) Your request will be reviewed by the University Registrar and the Director of Institutional Research and Analysis and you may be asked to provide additional information. Once approved, you will receive a list of 500 student e-mail addresses for your project.

Please direct any questions to John Papinchak, University Registrar ([jp7p@andrew.cmu.edu](mailto:jp7p@andrew.cmu.edu)) or Janel Sutkus, Director of Institutional Research and Analysis ([jsutkus@cmu.edu](mailto:jsutkus@cmu.edu)).