



**NOVA SOUTHEASTERN UNIVERSITY**  
University Policy

**Administrative Area(s):** Administration, Academic Colleges, and Administrative Units

**Applicability:** All NSU Students and Employees

**Scope:** Survey Research Policy

**Date:** August 1, 2014

**Revised:** July 14, 2025

**Publication Requirement:** Office of the Provost/Academic Affairs

**Purpose:** To limit frequent and redundant surveying of NSU students, alumni, and employees

Other than surveys administered within the surveyor's immediate course, academic program, or department, which are exempt from this policy, all surveys of NSU students, alumni, or employees must receive prior approval by NSU's Survey Committee. The Survey Committee is led by the Senior Director of Program Analysis and consists of two additional members from Academic Affairs appointed by the Senior Director of Program Analysis. To receive approval, an email will be sent to the Senior Director of Program Analysis at [scowman@nova.edu](mailto:scowman@nova.edu) with brief responses (no more than two or three sentences per prompt) to the following questions:

- The name of the survey
- The person responsible for the survey
- The purpose of the survey
- A brief description of the proposed sample of the survey
- The intended method of distribution of the survey (e.g., email, mail, etc.)
- The proposed schedule of survey administration, including when the survey and additional reminders will be sent, and if the survey is recurring, how often.

Proposals will be reviewed by the Survey Committee to provide a recommendation to the Provost. Final approval will be determined by the Provost. This process is distinct from Institutional Review Board (IRB) approval, which is required for all research. Approval from the Survey Committee is unrelated to approval from the IRB, and vice versa. Because the Survey Committee questions are brief, it is recommended approval is sought from the Survey Committee prior to IRB approval.

DocuSigned by:

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Harry K. Moon, M.D.

President and Chief Executive Officer

Jul 17, 2025

Date

Ronald J. Chenail, Ph.D.

Executive Vice President, Provost and Chief Academic Officer

7-17-25

Date