



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 by monitoring the number of surveys administered (fatigue) and whether requested data may already exist within the NSU community.

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 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.
- Is the data currently available in existing NSU sources? If yes, please identify source(s) and provide a brief rationale for not using existing data.

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:

A handwritten signature in blue ink, appearing to read "Harry K. Moon".

Harry K. Moon, M.D.
President and Chief Executive Officer

Jul 17, 2025

Date

A handwritten signature in blue ink, appearing to read "Ronald J. Chenail".

Ronald J. Chenail, Ph.D.
Executive Vice President, Provost and Chief Academic Officer

7-17-25

Date