

Student Access to Institutionally Provided Online Data Collection Software Policy

Division: Finance and Management

Date Established: 03/30/2015

Responsible Office: Computing and Instructional Technology

Date Last Revised: 04/21/2026

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy provides guidance on the use of institutionally provided online data collection software for surveys and research; identifies circumstances under which approvals are required for students to gain access; identifies the necessity of Institutional Review Board (IRB) approval for human subject research, and identifies related policies and procedures.

POLICY STATEMENT

All human participant research conducted by SUNY Buffalo State University students using Buffalo State University resources must receive prior approval from [Buffalo State University's Institutional Review Board](#) (IRB).

Student access to institutionally-provided online data collection software is restricted by the following:

1. Student access to online data collection software for academic endeavors must be requested by a member of the faculty supervising the student's work. Once the student has an account, the student will retain his/her access to online data collection software for the duration of his/her studies at SUNY Buffalo State.
2. Student access to online data collection software for Buffalo State University business must be requested by the director or head administrator of the office supervising the student. Once the student has an account, the student will retain his/her access to online data collection software for the duration of his/her studies at Buffalo State University.
3. Students who wish to publish surveys to more than 50 campus constituents must get approval from the Campus Survey Committee. This committee includes the Associate Vice President for Curriculum and Assessment, the Director of the Institutional Research Office, and a senior research professor appointed by the provost

DEFINITIONS

Online data collection software - Software such as Qualtrics, Opinion and Survey Monkey

SCOPE & PURPOSE

Buffalo State University provides an online data collection tool, Qualtrics, for use at no cost by Buffalo State University students. Users can create and distribute their own surveys and gather information in support of the educational mission and organizational goals of Buffalo State

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University. Qualtrics has been reviewed by Information Technology (IT) and approved for conducting surveys at SUNY Buffalo State University.

RESPONSIBILITIES

Provost and the Chief Information Officer

APPLICABILITY

This policy applies to all Buffalo State University students without exception.

RELATED PROCEDURES

[DOPS V:08:00 Institutional Data and Surveys](#)

[DOPS VII:03:00 Policy Manual for Research Activities Involving Human Participants](#)

[Guidelines for Maintaining the Security, Confidentiality, and Integrity of Customer Information](#)

[Institutional Review Board \(IRB\)](#)

[Notification of Rights under the Family Educational Rights and Privacy Act](#)

[University Resources \(Policy Governing Use of\)](#)

[Privacy Policy](#)

APPENDIX/AUTHORITY

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) Electronic Resources (Policy on the Use of)

CONTACT INFORMATION

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APPROVAL

Approved Prior to 2016

REVISION HISTORY

Date of change: 05/20/16

Brief description of edit: Editorial changes relating to RITE reorganization.

Date of change: 02/03/2020

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Brief description of edit: Editorial changes relating to divisional reorganization and university branding.

Date of change: 04/16/2026

Brief description of edit: Reformatted to ADA Accessible Template