

## **University of Denver Policy for Appropriate Survey Administration**

The University of Denver values the input and feedback of its constituents. To obtain this input and feedback, the University will periodically administer surveys intended to gather information from students, alumni, faculty, staff or community members. These guidelines are intended to ensure that survey research conducted under the auspices of DU is compatible with the University's mission, conforms to best practice for survey development, administration, and analysis, and minimizes the burden placed on respondents.

To assure good practice, when administering surveys in your capacity as a member of the DU community, you must:

- Comply with the University's IRB guidelines, if applicable. See <http://www.du.edu/orsp/forms.html> for details.
- Comply with the University's [Privacy Policy](#), [FERPA](#) rules and [HIPAA](#) requirements.
- Develop and administer surveys in a manner consistent with DU's Survey Development Guidelines.
- Not engage in any of the following activities:
  1. Violating the University of Denver Computer and Network Acceptable Use Policy (<http://www.du.edu/uts/policies/duaup.html>).
  2. Misusing the University of Denver logos, seals, or trademarks.
  3. Distributing content that is defamatory or obscene.
  4. Distributing content that includes a call to incite riot or that infringes on the rights of others.
  5. Distributing content that conflicts with the best interests and stated goals of the University.
  6. Collecting, storing or disseminating information that risks the security of respondents' personal information.