

Student Surveys Planning Group
Northwestern University

<http://www.adminplan.northwestern.edu/ir/sspg.htm>

Policy on Use of Student Survey Data

Northwestern collects a variety of student survey data for internal management, planning and policy research purposes. These surveys are coordinated under the auspices of the Student Surveys Planning Group (SSPG) with stewardship of individual surveys by members of the group. Appropriate use of these survey data must be approved by the SSPG. Once approved, the following guidelines must be adhered to:

- The use of student survey data for scholarly research (defined as potentially publishable research) must also be approved by the Institutional Review Board (IRB).
- Student survey data must be kept confidential. Thus, data shared must not include student identifiers such as social security number or name and reports using the data must not identify individual students (paper, electronic or verbal).
- Summary data with small cell sizes must not be reported if it could potentially reveal data about an individual student. In general, cell sizes of four or fewer must not be reported, but depending on the summary report, it may be necessary to set a higher threshold in some cases.