



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 3 – GENERAL INSTITUTION

AP 0400.1 PROCEDURES FOR RESEARCH INVOLVING HUMAN SUBJECTS

The Board of Trustees defines, authorizes and regulates the involvement of students and employees in accordance with the stated policies in Board of Trustees Policy *BP 0400, Research Involving Human Subjects*. This policy is operationalized through the procedures and requirements outlined in these procedures. The *Investigator Guidelines for Research Using Human Subjects* are used as a guideline for implementing these procedures.

- 1) All research involving or pertaining to students and employees conducted by individuals or groups outside of SDCCD is subject to review by the District and/or campus designated IRB regardless of approval by an Institutional Review Board from another institution or agency. No proposals will be reviewed prior to IRB approval from the investigator's institution or agency responsible for the research evaluation or study.
- 2) Proposals are to be submitted to the chair of the SDCCD IRB according to the pre-determined submission and review timetable established by the IRB. The IRB will make its recommendation to the campus president or designee.
- 3) SDCCD employees who are seeking to conduct research and/or use existing data and information for publication or public presentation purposes (e.g., doctoral dissertations or master's degree thesis) are considered external investigators and must go through the SDCCD IRB review process in order to gain approval prior to conducting research even if they are SDCCD employees with access to the information as part of their work responsibility.
- 4) Any research that claims exemption will need to be reviewed by the SDCCD designated IRB in order to confirm the assertion.
- 5) The external investigator shall commit to providing the District or College with a copy of the final research report or product.
- 6) The external investigator shall abide by AP 3001.1, *Student Records, Release, Correction and Challenge*. No personally identifiable student information will be released or otherwise used for research, recruitment of research or publication of research.

Approved by
the Chancellor: March 8, 2017

Supersedes: 8/16/13