

California Baptist University Exempt Student Research Policies and Guidelines

1. **POLICY ONE: Criteria for Exempt Student Research** - At CBU *course-based*, required student research projects are deemed "classroom instruction" and formal IRB review is not necessary **if** the following six criteria are ***all*** met:
 1. Based on instruction, supervision, and assessment by the course instructor.
 2. Occurs in a classroom, department, student housing, or other campus setting, or in a public setting with unlimited access, such as a shopping mall, park, etc.
 3. Involves learning research methods and is *not* intended for generalization (e.g., publication).
 4. Involves **no** more than minimal risk to the subjects/participants.
 5. Qualifies under at least one exempt category stipulated in federal regulations, DHHS 45 CFR 46 (see *Exempt Research Criteria* available in InsideCBU under the Inst Research tap, *IRB, Does my Research Need IRB Approval?*).
 6. Data are recorded anonymously (i.e., no subject names or any other information or codes that can link subjects to a list of names and/or might identify subjects through their behavior).

If student research falls into this category, the faculty member is required to complete an *Exempt Student Research Declaration* form and submit it to the IRB for review and confirmation. **See Policy Two**, below. Faculty members who are not certain about any or all of the required criteria listed above are invited to contact the CBU IRB Chair at IRB@calbaptist.edu or (951) 343-4925.

2. **POLICY TWO: Exempt Student Research Declaration** - A CBU Faculty Member who requires the students in her/his course to complete a research project in compliance with the criteria set forth above in Policy One, must *first* complete and file an **Exempt Student Research Declaration** with the IRB by e-mailing the completed form to the Office of Institutional Research, Planning, and Assessment (OIRPA) ***BEFORE*** the students begin their data collection. One (1) Declaration submission is required for *each project* (assuming all students are doing the same or similar research projects), *in each* course or individual section taught by a different professor, and renewed *each* semester or calendar year as appropriate. The declaration form is available in InsideCBU under the *Inst Research* tab, *IRB, forms*. After reviewing the *Declaration*, the IRB representative sends the professor confirmation or further instructions.
3. **POLICY THREE: Non-exempt Student Research** - When a faculty member chooses to have students design and conduct individual research projects that *do not qualify as exempt* under the federal standards, *each individual project must be submitted to the IRB for review* and IRB approval secured *before* data collection may begin.

Non-exempt student research projects intended for completion during the fall semester require submitting an IRB application by October 10; non-exempt projects completed during the spring semester require submitting an IRB application by February 10.

It is the supervising faculty members' responsibility to familiarize themselves with CBU regulations for approving research, to review and, if necessary, assist students in modifying each project before it is submitted to the IRB. If requests for IRB review are not submitted in keeping with the above stated dates, securing IRB approval and completing the projects may not be completed in a timely manner.

4. **POLICY FOUR: Masters or Doctoral Research** - All student research intended to satisfy requirements for completing a master's or doctoral degree **MUST** be submitted by the individual student to the IRB for formal review under one classification category: exempt, expedited, or convened IRB. Data collection must **not** begin prior to securing IRB approval.