

# Laurel Ridge Academic Policy

## Approval of Academic Studies and/or Research Projects

**Policy No:** 30002

**Effective Date:** 5/2007

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### Policy

All individuals interested in using Laurel Ridge Community College for academic studies and/or research projects must obtain prior approval according to the procedures below.

This policy applies to all individuals who desire to conduct academic studies and/or research projects and use Laurel Ridge and/or the Laurel Ridge Educational Foundation as subjects. This policy does not apply to the following:

- Laurel Ridge faculty or staff members who conduct research projects as part of their assigned work in their classroom as a curricular activity;
- Laurel Ridge students who conduct classroom-based research projects as part of their curriculum requirements within the confines of that specific classroom assignment and without involving parties outside the classroom; and
- Laurel Ridge employees engaged in official administrative activity for work-related assessment, surveys, and other types of research projects initiated by the college.

### Procedures

1. Persons wanting to conduct a research study at the college should submit the prospectus or research project proposal to the director of institutional research via e-mail at least four weeks before the anticipated start date of the project.
  2. The materials on the proposed study will be reviewed by the director of institutional research to determine if the proposal is complete. For a dissertation or master's thesis involving surveys or interviews of individual faculty, staff, and/or students, the following materials are required:
    - a. a defended copy of the proposal in electronic format;
    - b. official letter/notification of approval from the student's Institutional Review Board for the research;
    - c. an official request/letter stating the requirements of the research;
    - d. discussion of how FERPA and confidentiality of the results will be addressed, including security; and
    - e. specific steps for how the subjects of the study are to be contacted through email, in-person, or other method, including follow-ups and storage of individual respondent information.
  3. The director of institutional research will share the proposal with the president and make a recommendation about whether the college should cooperate with the researcher.
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4. The president will indicate his/her support or lack of support for the research study and provide the rationale to the director of institutional research. The decision will be made by the president. Additional direct reports to the president may be consulted as necessary if the research concerns their division.
5. The director of institutional research will communicate the decision to the researcher in writing within one month of receipt of the prospectus or research project proposal and all relevant requested materials.
6. At the conclusion of the study, the researcher will provide the director of institutional research with an electronic copy of the research/report. The director of institutional research will distribute the documents as appropriate.
7. Publications and/or presentations may not reveal the identity of Laurel Ridge as the study site unless such disclosure is specifically authorized in writing by the director of institutional research (in consultation with the president). Confidential and/or proprietary information may not be disclosed unless authorized in writing by the director of institutional research (in consultation with the president).
8. Information about the study may not be communicated to internal and external stakeholders – including the subjects of the study – unless authorized in writing by the director of institutional research (in consultation with the president).

## Authority

The authority for interpretation and implementation of this policy rests with the director of institutional research. The Virginia Community College System Office provided the initial text used for the first draft of this policy.

## Implementation

Persons who fail to comply with the terms of this policy will not receive the cooperation of the college and will not be provided access to students, employees, information, data and /or records.

### **Document History:**

*Approved: May 2007*

*Revised: President Cheryl Thompson-Stacy, January 2017*

*Edited: VP Chris Coutts, October 2023*



# Definitions

**Revised:** 10/2023

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## Definitions used in Academic Policies

**Academic study:** Any research conducted as part of an academic program.

**Research project:** Any research conducted as part of an academic program and/or grant-funded program.

