Statement of Protocol:
Assistance with employee/student coursework and other personal/non-business data requests.

Background:
The Division of Strategic Planning, Institutional Research, Grants, and Information Management & Reporting, hereafter referred to as the Division, receives requests from individuals (employees, HCC students, non-employee students) for assistance with their college coursework, theses, and dissertations. Although the Division applauds the attainment of higher education, the personal nature of these requests is an inappropriate use of college resources.

Statement:
Unless the student is conducting research in direct contribution to projects which the Division would ordinarily pursue, the Division does not provide assistance to individuals in pursuit of furthering their education. Requests to use existing data sets will be honored with the understanding that Division staff will not conduct analyses, extensive instruction in the use of such data sets, or interpretation of results. Data sets shared must be used in compliance with all laws protecting personal data, college policy, and within guidelines established by HCC’s Institutional Review Board (IRB). No special access to restricted databases will be provided (e.g. Datatel access).

All original research involving human subjects or uniquely identifiable college data must first be examined by the IRB prior to initiation. This is to ensure the confidentiality of personal student, staff, and faculty data. This applies to all research projects conducted at the college by internal or external parties.

- Approved by Cabinet, 11/24/08