

1. GENERAL

Sam Houston State University

The course instructor is responsible for thoroughly reviewing each classroom project protocol to determine if PHSC review is required.

5.02 The instructor must keep a record for at least one calendar year of project protocols, which will include the course project's title (i.e., topic being investigated), the names of students who are conducting the project (i.e., class roster), type of data collection, survey/interview schedules, and the date of the instructor's review and approval.

6. TRAINING AND EDUCATION IN THE PROTECTION OF HUMAN SUBJECTS

Supervising faculty of both undergraduate and graduate students must be certified through the [Collaborative Institutional Training Initiative \(CITI\)](#) for conduct of research involving human subjects. Questions about the training should be directed to the Office of Research and Sponsored Programs staff at irb@shsu.edu.

APPROVED: < signed >
Dana G. Hoyt, President

DATE: 06/17/15

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original:	April 25, 2014	Review Cycle:	April 1, ENY*
Reviewer(s):	Council of Academic Deans Faculty Senate Academic Affairs Council	Review Date:	April 1, 2018

Approved:	<u> < signed > </u>	Date:	<u> 06/18/15 </u>
	Jaimie L. Hebert Provost and Vice President for Academic Affairs		

***ENY**