Wayne State University Qualtrics Guidelines
April 10, 2014

**Appropriate use**

1. All Wayne State University faculty, staff, and students agree to abide by the University’s Acceptable Use Policy while using any aspect of the Wayne State Qualtrics facility.

2. Use of Qualtrics requires awareness of, and compliance with all applicable federal, state, and University regulations governing the use of confidential information. This includes FERPA for student records, HIPAA for protected health information, and WSU’s Confidential Information Policy for other kinds of sensitive data.

3. Qualtrics surveys should only be used for purposes related to the mission of the university. Such uses include academic research, including research carried out under the auspices of a university course, surveys conducted by schools/colleges/divisions, and other appropriate units of the campus and surveys conducted under the auspices of student government.

4. If Qualtrics is to be used for research, the researcher must comply with all applicable Wayne State IRB regulations. Note that IRB approval is required for many different kinds of survey, and is not limited to what appears to be ‘pure’ academic research in pursuit of a degree or publication. When in doubt, those using the survey tool should contact the IRB for guidance.

5. Students conducting Qualtrics surveys under the auspices of a course must have the approval of their instructor prior to releasing the survey.

6. The Wayne State University logo or other mark may only be used if the survey is being conducted as official university business, as defined in Point 3 above.

7. Any other copyrighted logos or other material used in a survey must only be used with permission of the copyright owner.

8. C&IT may monitor the volume of surveys and respondents for system management purposes. Usage may also be subject to auditing and security testing.

9. If the University receives a credible report that a violation of these guidelines has occurred, or, in the course of managing the service, discovers a violation, then the matter will be referred to the appropriate University body for investigation and possible disciplinary action.

10. Complaints that specific material in a WSU Qualtrics survey violates the law or University policy should be reported to abuse@wayne.edu.

**Best Practices**

- Although Qualtrics data is carefully maintained by the company, it is imperative that users back up their data.
• Finally, when users leave the university, they are responsible for making copies of their data if they wish to take it with them.

User Types

Wayne State has established three levels of Qualtrics users. As normal practice, students are assigned to Level 1, non-faculty employees are assigned to Level 2, and Faculty are assigned to Level 3.

Level 1: 25 surveys, 500 questions, 5,000 responses.

Level 2: 50 surveys, 1,000 questions, 10,000 responses.

Level 3: unlimited surveys, questions, and responses.

Requests for additional permissions:

• Increased User Permissions Form
• Group Request Form
• Transfer Survey Form