

Process for Students to Request Student Email Addresses for Surveys and Research Projects

Students who would like access to CMU student email addresses for any research purpose (including, but not limited to surveys, class projects, theses, and dissertations) should complete these steps at least two weeks prior to the date the addresses are desired.

Our goal is to support student research projects while minimizing the overall impact of projects on the student population. Therefore, in order to accommodate the increasing number of requests for student email addresses, each approved project will receive a list of 500 addresses that are randomly selected from the population relevant to the project. Once a student has been randomly selected for an invitation to participate, the email addresses will not be provided to any parties outside the CMU community.

If this request is for research that is expected to be published or publicized outside of CMU, the student must also contact the Institutional Research Board (IRB) for prior approval.

1) Ask your course instructor to confirm in writing to the University Registrar at ap7p@andrew.cmu.edu

(_____) that you are conducting this survey for their course and under their direction. Projects that are developed outside of courses (for example, a student organization wanting to learn about student preferences for events and activities) are exempt from this requirement.

2) You must submit the following to the University Registrar: