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Qualtrics is available to all official Baylor faculty, staff, as well as students when supervised by faculty in a class or research setting, in order to create, deliver, and analyze surveys and survey responses for academic, administrative, and research related purposes. Use of Qualtrics is subject to the terms and conditions set forth in these *Terms of Use* as well as all federal, state, local, and other applicable law; all University rules and policies, including the *Technology Systems Usage Policy (BU-PP 025)*, found at <http://www.baylor.edu/bupp>; and all applicable contracts and licenses, including the *Acceptable Use Statement* issued by Qualtrics at <http://www.qualtrics.com/acceptable-use-statement/>. All materials distributed through the Qualtrics system must comply with federal copyright law, <http://www.copyright.gov/title17/>, and Baylor's *Copyright Guidelines* found at <http://www.baylor.edu/copyright/>.

1. Various University policies and regulations govern survey research and distribution. Academic users of Qualtrics are urged to consult the University Committee for Protection of Human Subjects, the official University Institutional Review Board (IRB), at <http://www.baylor.edu/research/irb/> prior to creating a survey.
2. Departments desiring to survey students, alumni, faculty, or staff, for non-academic related research should work with the Office of Institutional Research and Testing. Review the *Survey Guidelines* and *Survey Request Form* at <http://www.baylor.edu/irt/surveyprocess>.
3. Users will not use Qualtrics for personal or commercial gain.
4. Users will not SPAM or use other forms of unsolicited mass communication in conjunction with Qualtrics. Additionally, Qualtrics users are discouraged from sending mass emails via Baylor's Microsoft Outlook Exchange program. Instead, users are encouraged to use Qualtrics's built-in e-mail feature to send survey links to their participants.
5. Users of Qualtrics are **expressly forbidden** from asking survey participants for any information classified as 'Restricted' according to the Baylor [Data Classification Guide](#).
6. Baylor Information Technology Services and the Division of Libraries provide access to Qualtrics; however, responsibility for how individuals use the service resides solely with the individual.
7. Baylor University reserves the right to change, at any time, at its sole discretion, the Qualtrics offering and these *Terms of Use*.

9. Violation of these terms can result in revocation of permission to use Qualtrics and/or judicial action.