Marywood University
Policies and Procedures

Exempt Review Committee

Policy Statement

The Exempt Review Committee is responsible for reviewing research projects that qualify for *exempt status* under institutional and federal research compliance guidelines. The committee ensures that studies meeting exempt criteria—typically minimal-risk projects involving educational practices, anonymous surveys, or existing data—still adhere to ethical standards and institutional policies for the protection of human subjects.

Membership Composition

Chair: Chief Academic Officer, including interim appointment, or another Administrator
Three (3) faculty representatives from the Reap College of Creative and Professional Studies
Three (3) faculty representatives from the College of Health Sciences
Faculty representatives will be appointed by the Interim Chief Academic Officer or Other Administrator

Term

An appointed member's term is three years, with possibility of reappointment for one additional term. Eligibility if effective again after a hiatus of one year.

Procedures

Members of the Exempt Review Committee play a vital role in ensuring that research classified as *exempt* upholds the institution's ethical and regulatory standards. Committee members are expected to:

- Review submissions for research projects seeking exempt status to confirm they meet federal and institutional criteria for exemption.
- Assess research protocols to ensure participant protections—including confidentiality, informed consent (when required), and data security—are adequately addressed.

- Provide timely and constructive feedback to researchers regarding necessary clarifications, modifications, or documentation.
- Maintain compliance with federal, state, and institutional regulations governing human subjects, research, and research integrity.
- Participate in training and remain informed about updates to ethical guidelines and policy changes related to research oversight.
- Uphold confidentiality in all review discussions and documentation concerning submitted research projects.

Support education and outreach by helping to inform faculty, staff, and students about ethical research practices and the exempt review process.

Documentation Requirements for this University Standing Committee

As provided in the University Standing Committee Policy, the Chair(s) of this University Standing Committee, in collaboration with the Office of the Secretary of the University and General Counsel, must provide the following documentation at the end of each Academic Year:

Annual Report: ☒Yes ☐ No

Minutes of Meetings: ☒Yes ☐ No

Reports To

Chief Academic Officer, including interim appointment

History

04- 24 -2026 - The President of the University approved the establishment of this University Standing Committee upon recommendation of the Policy Committee of the University.

Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel