

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: USE OF HUMAN SUBJECTS**

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**Operational Policy Number: 310**

**Date adopted: 5/15/89 Revised:**

It is the policy of the Board of Trustees of Grays Harbor College, in regard to the use of human subjects, to protect the rights, well being and personal privacy of individuals, to assure a favorable climate for the acquisition of practical skills and the conduct of academically oriented inquiry, and to protect the interests of the College. This policy addresses classroom, laboratory or clinical activities in which learning by students requires the use of human subjects as part of the training procedures, demonstrations or experiments. The following practices and procedures have been established for the conduct of activities involving human subjects.

- A. Training procedures, demonstrations and/or experiments which use human subjects shall receive the prior approval of a review committee or of the vice president for instruction. All activities which use human subjects shall be conducted only under the direct supervision of the instructor who has received the appropriate prior approval.
  
- B. Before involvement as a human subject, a student must give informed consent. Informed consent means the knowing consent of any individual or of a legally authorized representative. The consent is to be a free-will choice obtained from the subject or representative without undue inducement or any element of constraint or coercion. The basic elements of information necessary to such consent include:
  - 1. A timely notification of the procedures to be followed including a description of the attendant risks and discomforts;
  - 2. A description of the benefits to be expected or the knowledge hoped to be gained;
  - 3. A disclosure of appropriate alternative procedures;
  - 4. An offer to answer any inquiries the participant has concerning the activity;
  - 5. An instruction that the subject is free to withdraw at any time unless such procedure is required of the student to master a critical competence;
  - 6. An assurance that the subject's identity will remain confidential.

Students who enroll in programs which use human subjects shall be informed of the procedures at the beginning of the program.

Students who do not give their consent to be human subjects may be given alternative learning experiences at the discretion of the instructor.

Students who choose neither to participate as human subjects nor to accept alternative activities will be informed that they may not be able to complete some courses/programs successfully.

Each classroom, laboratory or clinical activity involving human subjects which has been approved, shall be reviewed at least once every two years. Substantial changes in an approved activity must be approved by the review committee or the vice president for instruction.

The Human Subjects Review Committee shall be appointed by the president and chaired by the vice president for instruction. Its membership shall include at least one faculty member teaching in each of the disciplines of biology, nursing and psychology and at least two faculty members teaching in other fields.

Instructors seeking approval for any human subject activity shall do so a reasonable time prior to the first term that the activity is planned for use.