



CIRP Freshman Survey Administration Checklist

Before the surveys arrive

- ☐ Complete and return “IRB Research Approval” Form (done online via Administrative Portal)
- ☐ Create a ‘2007 CIRP Survey’ file for these materials and your records
- ☐ Download and review the “CIRP Survey Administration Guidelines”

Contact the Higher Education Research Institute (HERI) at UCLA if you have any questions:

Phone: (310) 825-1925; Fax: (310) 206-2228; E-mail: HERI@ucla.edu

- ☐ Develop plans to administer the survey to entering students

If survey to be administered in person:

1. Administration date(s) and time(s)
2. Administration location(s)
3. Proctors
4. Pencils if needed
5. Special options materials (Local option questions, Group code instructions, etc.)

If survey to be administered by mail:

1. Mailing labels
2. Envelopes (preferably 9x12)
3. Postage stamps or access to postage meter/mailroom
4. Return envelopes (preferably 9x12, pre-stamped or metered)
5. Special options materials

When the surveys arrive

- ☐ Count to ensure there are a sufficient number of surveys

If there are not, contact HERI at (310) 825-1925.

- ☐ Save the “return” shipping box(es)

Surveys will arrive double boxed. The inner box will be pre-addressed. Use this to return the completed surveys to our processing center, in Brooklyn Park, MN.

- ☐ Review the “CIRP Survey Administration Guidelines”
- ☐ Check that materials/plans/proctors are prepared
- ☐ Administer the survey

After the surveys have been completed

- ☐ Review and complete the 2007 CIRP Transmittal Form
- ☐ Package the surveys following the instructions on the Transmittal Form
- ☐ Ship the surveys using the “return” box(es) by a traceable means

!! Box(es) must ARRIVE in Brooklyn Park, MN no later than October 12, 2007

- ☐ Receive email from HERI about availability of Administrative Report Form (online)
- ☐ Complete Administrative Report Form (ARF)

After the surveys have been processed

- ☐ Receive your copy of your institutional report & data file in early- to mid-December
- ☐ Receive *The American Freshman: National Norms for Fall 2007* in early January

2007 CIRP Freshman Survey Administration Guidelines

Higher Education Research Institute, UCLA

Survey Administration

The CIRP Freshman Surveys are designed to be administered in a proctored situation during the freshman orientation or registration period. The forms should be completed by your entering students before the start of the academic year. If this is not possible, they should be completed before the end of the first full week of classes.

Use only the 2007 version of the CIRP Freshman Survey (the 2007 CIRP Freshman Survey is **blue and red**). We cannot process forms from previous years.

Who may be surveyed

You may survey all entering first-year students, regardless of their enrollment status (transfer and part-time students will be separated during survey processing; see “*Reports*” below).

Participation

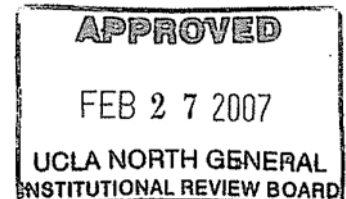
The best results are obtained when the survey is administered in a proctored situation. Note, however, that participation is **voluntary**. *Students should be specifically informed that this is a voluntary survey. Please note that compulsory participation in research is a violation of the federal regulations.* Also, some campuses may consider people under 18 to be minors. If this is the case on your campus, and if your CIRP Freshman Survey sample includes students under 18, you may need to seek permission from these students’ parents prior to survey administration. The following text, which describes the survey, should be included with the survey packet (if mailed and/or emailed) or read aloud (if administered in person):

We ask that you complete this survey as part of a national study of higher education conducted by the University of California, Los Angeles. One major goal of this research is to determine what happens to students when they attend college. These studies are designed to help improve the quality of college education and thus may benefit future generations of college students. Results of your participation will also be directly beneficial to (name of your campus), since we will be able to compare responses from students at your campus with the responses of students nationwide.

We ask for your name and address so that the researchers at UCLA can contact you at some later date for a follow-up study. When asked to provide your ID Number, please provide your (identifying number this campus has chosen to collect),¹ so we can merge your responses with other campus data for institutional research purposes. Of course, your responses will be used only for research and will be kept in the strictest confidence. Your participation is voluntary and will not affect your standing at (name of your campus).

Please also note that the attached Cooperative Institutional Research Program (CIRP) Freshman Survey Information Sheet must accompany all survey forms.

¹ Please indicate clearly to students the specific ID Number (e.g. campus student ID number, Social Security Number, etc.) that you would like them to enter on Page 1 of the CIRP Freshman Survey. Please make sure that all students are instructed to enter the same type of ID number.



Research Approval**

Although there are common federal guidelines for the use of human subjects in research, procedures may vary from campus to campus. Therefore, it is critical for you to familiarize yourself with your institution's human subjects guidelines. The UCLA North General Institutional Review Board requires that an appropriate college official sign the attached "2007 CIRP Freshman Survey Research Approval Form" and return this form to HERI prior to administering the survey at your campus.** An appropriate college official is one who has the authority to determine the appropriate level of human subjects research review on your campus and who also has the authority to sign on behalf of your institution.

This form assures us that:

- 1) you will abide by and comply with the CIRP administration procedures as approved by UCLA's IRB.
- 2) your campus has determined if local IRB approval is required, and
- 3) if local IRB approval of this research is required on your campus, you will administer the survey only after you have received local IRB approval.

Many campuses have found that the application that HERI submits to the UCLA IRB is very useful in discussions with their own local IRBs. For your convenience, the approved application is available on our website at: <http://www.gseis.ucla.edu/heri/cirpforms.html>

**** Please note that as of 19 Jul 2007, the Research Approval and Certification of Research Use documentation is being done online only via www.cirpsurveys.org**

Confidentiality

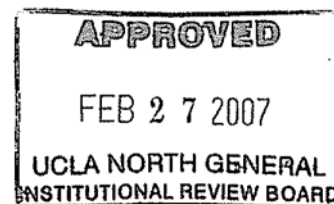
Please inform your students that the surveys will be handled in a confidential and professional manner. Assure them that no one at your institution or at our processing center will scan individual surveys prior to computer processing. ***We do not release individual identifiers to other researchers or to other agencies.*** Under no circumstances do we release the names and addresses of student participants.

HERI will not release identifiable data to participating institutions unless students provide permission for us to do so by answering "yes" to question 42. If having such information is important to your assessment program, consider taking extra care to fully explain this issue to your students, while also reiterating that they have the right not to answer any question on the survey form.

Additional (Local) Questions

At the end of the survey (lower right portion of page 4) is a set of circles for local additional questions (#43 through #60). You may use this space to ask up to **18** additional questions of specific interest to your college. Asking such questions is optional. If you chose to utilize this space, do not forget to include instructions to students concerning how to answer the local questions (for instance, to answer the questions in the bubbles on the survey form, not paper containing the additional questions).

Each question permits a maximum of five alternatives (A through E). *Students should mark only one alternative.* (If students mark more than one alternative -- for example, both A and D -- the optical scanning equipment will only "read" the darkest mark.) Fewer than five response alternatives may be used for any of the questions, in which case students should be instructed to choose only among those circles that apply, starting from the left. Student responses to these optional questions will be included on the computer file (see below); the statistics for these questions will be included in your institutional summary report.



Although your campus is responsible for developing the local optional questions, we would be happy to review and comment on any of these materials. We recommend that you distribute to your students a sheet containing the supplemental instructions, your additional questions (beginning with Question #43), and the response alternatives (indicated by A through E). We would also appreciate receiving a courtesy copy of your questions and supplemental instructions. Please send them directly to the Higher Education Research Institute, UCLA, Graduate School of Education & Information Studies, 3005 Moore Hall/Mail Box 951521, Los Angeles, California 90095-1521, Attention: William S. Korn.

We strongly suggest that you “pilot test” your local option questions with current students. Many campuses find that entering freshmen often interpret questions differently than the institution intended.

Asking Local Questions of a Sensitive Nature

When designing additional questions, there are special circumstances to consider if you ask students to provide what would be considered “sensitive information” by the federal government. If this is the case, there additional steps you will need to take. HERI strongly urges you to consider very carefully if asking for “sensitive information” is appropriate in the context of a general freshman survey.

“Sensitive information,” according to the National Institutes of Health, includes (but is not limited to): information related to sexual attitudes/preferences/practices; information relating to the use of alcohol, drugs or other addictive products; information pertaining to illegal conduct; information that, if released, might be damaging to an individual’s financial standing, employability, or reputation within the community or might lead to social stigmatization or discrimination; information pertaining to an individual’s psychological well-being or mental health;²

It is up to local officials at your institution, not HERI, to determine if your questions ask for “sensitive information.” If you have decided to ask such questions, you must 1) submit your additional sensitive questions to the UCLA IRB for review and approval before administering the CIRP Freshman Survey, 2) obtain a NIH Certificate of Confidentiality³, and 3) modify the consent documents for students to reflect that there are sensitive additional questions being asked and explain what “sensitive information” being asked in the additional questions is required to be reported (as explained in the next section) and), and to describe the protections afforded by the Certificate of Confidentiality that your institution will obtain.⁴ The UCLA IRB must also review your modified consent document(s).

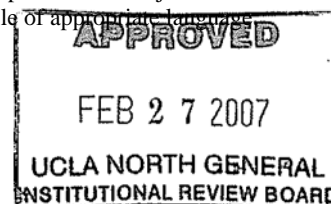
Obligation to Provide Referrals

If your additional questions ask respondents to provide “sensitive information” such as drug use, binge drinking, eating disorders, sexual behavior and/or gambling, you must also provide information about referrals to mental health care programs and counselors. For example, if you were to ask about binge drinking, you should also include information about who to contact on or near your campus to

² <http://grants1.nih.gov/grants/policy/coc/faqs.htm>

³ <http://grants.nih.gov/grants/policy/coc/>

⁴ The NIH Certificates of Confidentiality Kiosk identifies the nature of the information that must be provided to subjects to describe the protections afforded by the Certificate of Confidentiality, and also provides an example of appropriate language [http://grants.nih.gov/grants/policy/coc/appl_extramural.htm]



address a substance abuse problem, providing an address and phone number. You will need to modify or provide an addendum to the Student Information Sheet (SIS) to include this information. These types of information would be covered by a Certificate of Confidentiality that your campus would apply for separately. They are not issues that would be reportable to a third party as detailed below. . Modifications to the consent document(s) to describe the provision of referrals to mental health care programs and counselors must also be reviewed and approved by the UCLA IRB.

Obligation to Report and Break Participant Confidentiality to a Third Party

In some states, the law requires researchers to disclose information they have concerning suicidal ideation, child abuse and elder abuse to appropriate third parties. Thus, questions surrounding these areas are not just sensitive but require institutions to break subject confidentiality in order to protect the participant, or others, from harm. If you ask such additional questions, you must modify or provide an addendum to the consent document that you provide to students (SIS) to inform students of the researcher's intent to disclose respondent's intent to harm his or herself (suicide ideation) or others (elder or child abuse). These modifications to the consent document(s) must also be reviewed and approved by the UCLA IRB.

Again, HERI strongly encourages that you consider the appropriateness of such additional questions in a general freshman survey and recommends against asking these issues with this survey instrument. HERI also suggests that you confer with your campus health officials before including and sensitive questions and for any necessary referral information.

If you have questions about potentially "sensitive" items that you may be intending to ask as part of your set of optional (local) questions, or would like more information about the process for obtaining approval to include these items, please contact Mr. John Pryor, CIRP Director at (310) 825-1925 or heri@ucla.edu.

Completing the surveys

Provide pencils or pens

As noted on the CIRP Freshman Survey the survey can be filled out in black lead pencil or *blue or black pen*. However, you may want to have a supply of pencils on hand for students who need them. Some schools have given pencils out to each student completing the survey.

Returning the surveys

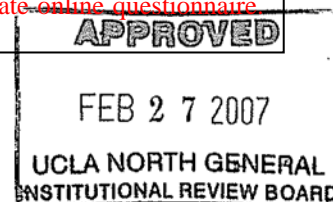
Complete the Administration Report Form (ARF) ++

After all students have completed the survey, fill out the attached Administration Report Form (ARF). *We need the completed ARF to process your surveys.* If you do not have all the ARF information in time to meet the delivery deadline, send a copy of the incomplete ARF with the surveys; then when the information becomes available, call the Higher Education Research Institute (HERI) at (310) 825-1925 as soon as possible. (An incomplete ARF may delay processing of your surveys.)

In order to complete the ARF you will need to know the total number of first-time, full-time freshmen in your incoming class as well as that same figure for all first-time, full-time men and all women.

++ Please note that as of 2007, institutions are required to fill out a Transmittal Form to include when sending surveys back to the HERI Processing Center. The ARF must be completed via a separate online questionnaire. HERI will send an email to campus representatives when the ARF has been posted.

UCLA IRB G00-06-053-14
Expiration date: 02/26/2008



Packing the Completed Questionnaires

Completed questionnaires must be packed flat, smooth, oriented in the same direction, and without staples, clips, or other extra items attached. If extra handling is needed to ready the surveys for processing, we will pass the extra charge on to you.

HERI no longer supports the physical separation of completed surveys into breakout groups for analysis. The “group code” on the questionnaire should be used if you have groups that you would like to designate for analysis purposes (see the section on group codes on page 6 for more information).

Sending the Completed Surveys

Use the pre-addressed return box provided to return the surveys and the transmittal form. Stack the surveys with page 1 facing up and all surveys oriented in the same direction with the transmittal form on the top. Ship to:

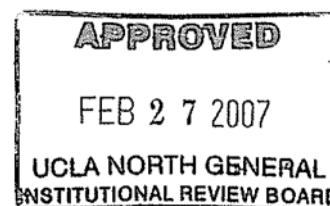
HERI Processing Center
c/o Data Recognition Corporation (DRC)
7303 Boone Ave., North
Brooklyn Park, MN 55428

Do not return the surveys to UCLA. If you do, we will ship them to Data Recognition Corporation (DRC) and bill you for shipping charges.

We recommend that you **ship by United Parcel Service (UPS), FedEx**, or other traceable means of parcel delivery--**do not use the U.S. Postal Service**. If the surveys are shipped in more than one box/package, indicate this on the box (for example, “Box 1 of 3”). Please send all surveys at the same time—if that is not possible, note on the ARF that you will send another shipment and when it should arrive—remember, all shipments must arrive before the delivery deadline.

*Surveys must arrive at DRC no later than **October 12, 2007**—please allow sufficient time for delivery by the deadline.*

*If your surveys arrive at DRC before **September 21, 2007**, you can obtain a data file of students’ responses by early November.*



Reports & Data Files

Institutional Profile

Participating institutions receive a report that summarizes the survey data. The “institutional profile” report includes summary data for your first-time, full-time men, women, and all students, plus comparative national normative data. You also receive separate summary reports profiling part-time students, transfer students, and all survey respondents at your institution.

Subgroup Comparisons

CIRP offers a method for comparing subgroups of students: “group coded” break-outs (up to 190 subgroups; may include part-time and transfer students)

Standard Break-out Groups

HERI is not offering the breakout group option it has in the past. If you previously used the breakout group option and still would like separate reports, we encourage you to use the group code for that purpose. The manual processing of the breakout groups is streamlined for you and the Processing Center by using the group codes. No sorting or extra physical handling of the completed surveys instruments is required. If you need assistance with this, please contact William Korn at (310) 825-1925 or heri@ucla.edu.

Group Coded Break-out Groups (formerly “Special (coded) break-out groups”)

Group coded break-out groups permit you to compare more than eight subgroups of students. These break-outs are not limited to first-time, full-time freshmen; group coded break-out groups may include part-time and transfer students, as well.

Group coded break-out groups are identified by marking one or both of the two *Group Code* grids on the survey. Each grid can be used to identify up to 95 unique student subgroups (from 01-95). Once the code is entered onto the survey it can be used in two ways. First, it becomes a permanent part of the survey data and can be used when conducting analyses with an institutional data file (see “obtaining student data for local research” below for further information). Second, HERI can produce a group code report. This report comes in a format similar to the standard institutional profile. However, it provides a separate profile of each coded subgroup, as well as a total survey population profile.

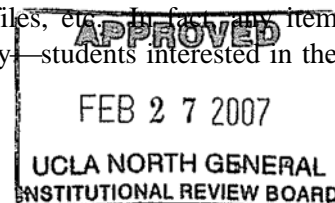
Group coded break-out groups allow you to identify up to 190 unique subgroups.

To use group coded break-out groups, instruct your students to mark the *Group Code* (located next to the ID Number grid) with the appropriate value (from 01-95; values 00 and 96-99 are used by CIRP for processing purposes) at the time they complete the survey. (Be sure to provide instructions regarding the appropriate codes to grid.)

The group code report is available for a nominal charge. To request the report, use the 2007 *CIRP Survey Data Services Order Form*. A copy of the 2007 CIRP Data Services Order Form can be found on the HERI webpage at: www.gseis.ucla.edu/heri/dsodownloads.php

Obtaining Student Data for Local Research

You may order a computer file containing the coded item responses of each student at your institution who completes a CIRP Freshman Survey. Campuses use the data file for a variety of analyses—admissions, retention, academic performance, departmental profiles, etc. In fact, any item contained on the survey could be used to define interesting subsets for study—students interested in the



humanities vs. those interested in professional fields, residential vs. commuting students, in-state versus out-of-state students (the locally defined additional questions can be used to identify subsets that are institutionally specific, such as students living in Alpha Residence Hall versus those in Beta Hall). Even if you do not now plan to use a data file, your institution might find it useful in the future.

The 2007 CIRP Data Services Order form should be returned directly to the Higher Education Research Institute offices—not to DRC.

Early Data Files

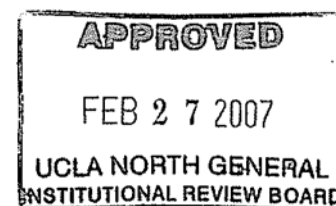
Participating institutions may receive data files containing their students' responses by early November if their surveys arrive at DRC before September 21, 2007. The early data file permits analyses of your students' responses prior to the preparation and distribution of the majority of institutional reports. If you are interested in this option, you may order an early data file by completing and returning the 2007 CIRP Survey Data Services Order Form. A copy of the 2007 CIRP Data Services Order Form can be found on the HERI webpage at: www.gseis.ucla.edu/heri/dsodownloads.php. There is a nominal charge for an early data file.

Linking the CIRP Freshman Survey With Other Data

In addition to studying a wide variety of issues based solely on data from the CIRP Freshman survey, it is also possible to use these data to build a comprehensive database using other institutional data (e.g., registrar, admissions, or financial aid data) or by conducting longitudinal follow-up surveys, such as the College Student Survey (CSS) or Your First College Year (YFCY). In order to do studies based on data other than those found on the CIRP Freshman Survey, it is necessary to have some way to link these different sorts of data together. Thus, to maximize the utility of these data for institutional research purposes, we suggest that you encourage students to provide their ID Numbers (or SSNs, etc.) in the grid on the first page of the survey. Note that if a student fails to provide an ID Number when he or she completes the survey instrument, you will not be able to merge the CIRP Freshman Survey data with data from other campus files.

Permission

Question 42 on the survey form asks each student if he/she gives permission for HERI to include on the data file his/her ID Number (or SSN, as directed by the institution). If the student responds "NO," HERI is obligated to withhold it. HERI interprets a non-response to Question 42 as **NOT** granting permission to include the respondent's ID Number in the data file. Clearly, if a significant number of students deny permission to provide you with the ID Number, the effectiveness of a merge with other data bases may be put at risk. To work around this potential problem, HERI is willing to perform such merges for you, upon receipt of the data you wish to merge, including the students' ID Numbers. HERI will return the merged file to you after removing the ID numbers of students who have not given permission to release them. Please contact William Korn at (310) 825-1925 or heri@ucla.edu for more details.



University of California, Los Angeles
2007 COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM (CIRP) FRESHMAN SURVEY INFORMATION SHEET

PURPOSE OF THE STUDY

You are asked to complete this survey as part of a national study of higher education conducted by the Higher Education Research Institute at the University of California, Los Angeles. One major goal of this research is to determine what happens to students when they attend college. Since 1965, over 10 million students at over 1,700 colleges and universities have participated in this research. The data gathered are used in studies designed to better understand student learning and development and to help improve the quality of college education. Your decision to participate (or not to participate) will not affect your relationship with your college nor your grades.

PROCEDURES

If you volunteer to participate in this study, we would ask you to complete the attached survey and return it to the designated person at your campus.

POTENTIAL BENEFITS TO SUBJECTS AND/OR SOCIETY

You may have the opportunity to reflect on your prior academic experiences and your expectations for college as you complete the survey, which may enhance self-understanding. Results of your participation also will be directly beneficial to your college or university, and may benefit future generations of college students as well.

POTENTIAL RISKS AND DISCOMFORTS

There could be survey items that you are uncomfortable answering or to which you would simply prefer not to respond. Your participation in this study is strictly voluntary, and you will be under no obligation whatsoever to answer any questions that you are not inclined to answer. You may choose not to answer any specific questions you do not want to answer and still remain in the study.

CONFIDENTIALITY

Please note that your responses will be used for research purposes only and will be strictly confidential. Any information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with your permission or as required by law. In an effort to improve the college experience for students, institutions may be interested in conducting additional research that involves linking their students' responses to this survey with other student data. We will release your survey data back to your institution with identifying information only if we have your explicit permission to do so (survey question #42). As part of its agreement to participate in this survey, your institution has agreed not to examine your individual responses to any question. Any research your institution performs must be conducted on groups of students only. If you do not give us your permission to release your survey data with identifying information, we will provide your college with non-identifiable data.

FOR MORE INFORMATION

If you volunteer to complete this survey, you may decide not to complete the survey for any reason at any time without consequence of any kind. The Higher Education Research Institute does not offer payment for participation. Your completion and return of the enclosed questionnaire indicate your consent to participate in the study.

IDENTIFICATION OF INVESTIGATORS

If you have any questions or concerns about the research, please contact Mr. John Pryor at this address:

Higher Education Research Institute
UCLA Graduate School of Education and Information Studies
Box 951521
Los Angeles, CA 90095-1521
Email: heri@ucla.edu
Phone: 310-825-1925

RIGHTS OF RESEARCH SUBJECTS

You may withdraw your consent at any time and discontinue participation without penalty. You are not waiving any legal claims, rights or remedies because of your participation in this research study. If you have questions regarding your rights as a research subject, contact the Office for Protection of Research Subjects, 2107 Ueberroth Building, UCLA, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.

This is an interactive form. You may fill in these fields directly before printing them out. Please make sure to use the "Clear This Form" button when you are done printing for added security.

ACE # _____



2007 CIRP TFS TRANSMITTAL FORM

In order to process your completed surveys correctly and report them properly, we need some information from you. When you are ready to ship your forms, please complete the form and:

- FAX it to the Processing Center (Data Recognition Corporation) at **763-268-3002**.
- Include a copy in the box with your completed forms. If you send more than one box, include the copy in the **first** box.

YOUR INSTITUTION

NAME: _____

CITY: _____ STATE: _____

SHIPPING INFORMATION

How many completed survey forms did you ship? _____

In how many boxes? _____

Shipped via? _____

Shipping Date? _____

SHIPPING AND HANDLING INSTRUCTIONS

1. Do not fold or staple the questionnaires. Return questionnaires with Page 1 facing up and all questionnaires oriented in the same direction. **Institutions may be billed for additional processing costs if returned questionnaires are folded or stapled.**
2. Ship via United Parcel Service (UPS) or other **traceable** form of parcel delivery. We strongly recommend that you do **not** use the U.S. Postal Service.
3. If the forms are being shipped in more than one box, please indicate by marking each box (for instance "Box #1 of 3").
4. Place the CIRP TFS transmittal form on top of the questionnaires (if more than one box is being shipped, place the CIRP TFS transmittal form in Box #1). Send the box(es) to:

**HERI Processing Center
c/o Data Recognition Corporation
7303 Boone Ave, North
Brooklyn Park, MN 55428**