

## 2004 College Student Survey (CSS) Data Services

In addition to producing the reports and resources you receive as part of your participation in CSS, HERI is equipped to provide additional data services for a nominal fee. All requested files, reports, and resources will be delivered in electronic form via e-mail. Following is the data service information and the order form for specific services, although HERI will be happy to respond to other special data services upon request:

### Random Drawing of Incentive Winners

**Cost: Free**

You may request that HERI determine the winner of an incentive raffle/drawing for your campus respondents to CSS. Per your request, HERI will randomly draw names from the pool of your survey respondents when we receive the data file of CSS respondents from the first administration cycle from our outside survey vendor in late July and/or when we receive the data file of CSS respondents from the second administration cycle in January. **Requests for this service must be made by the administration cycle cut-off date (i.e., June 30, 2004 and December 31, 2004).**

### Data File

**Cost: \$75.00 + \$0.10 per student record**

You may order a “raw data” file containing the responses of all participating students at your institution. The data are arranged in a fixed-field format, making them accessible to analyses by statistical packages such as SPSS, SAS, or BMDP; or by data base management programs such as dBase or Access.

For your convenience, a set of SPSS specifications is also included. These specifications define the data layout, provide labels, for each questionnaire item and response, and compute standard recodes used in the production of your Institutional Profile. In files with as many variables as the CSS, these specifications account for well over half of the effort required in conducting SPSS analyses.

Please note that the data file will also include CIRP Freshman Survey data on the condition that they are available and that the student provided the same I.D. number on both surveys. Also note that a student’s record will include personal identifiers only if the student has given us explicit permission to release this information to you (a non-response to the permission question is presumed to mean “no”).

You must return a signed copy of a confidentiality contract (i.e., “Certification of Research Use”) in order to receive the data file.

### Reports on Spreadsheet (R.O.S.)

**Cost: \$15 per report**

You may order some or all of your CSS Profiles in EXCEL spreadsheet format. These spreadsheets, identical in format to the paper reports you’ve already received, make easy the task of creating graphs, tables, and other “user-friendly” reports. Spreadsheets are available for: 1) all respondents; 2) respondents attending college four or more years; and 3) respondents attending colleges 3 or fewer years.

### Additional Comparison Groups

**Cost: \$5 per comparison group**

The standard CSS Institutional Profile that you receive displays your results with those of two comparison groups determined by the stratification cell to which HERI has assigned your institution. You may add to your R.O.S. results from as many as four ADDITIONAL comparison groups from the twelve groups noted below.

**Peer Group Report****Cost: \$65.00 plus \$5 per institution included**

The comparison groups included in the CSS reports are determined by the Stratification Cell assigned to your institution by the Higher Education Research Institute. Stratification Cell assignments are based upon institutional type, size, and selectivity and are updated regularly to reflect institutional shifts and changes to the national landscape of higher education (e.g., Carnegie Classification recodes or re-centering the SAT). However, you may wish to compare your CSS respondents to a different group of institutional peers or even to an aspirant group of institutions. Per your request HERI can generate a special profile based on the aggregated responses from any **five** or more participating institutions of your choice. The Peer Group Report is delivered in spreadsheet format (i.e., we do NOT release a data file of the respondents in the comparison group) and is identical in appearance to an Institutional Profile report.

**Data Merges****Cost: \$250**

The data file you can order as part of your participation in CSS includes merged data from the administration of the annual CIRP Freshman Survey that you indicate when these pretest data are available. You also may want to merge this CSS data set with other information such as campus registrar's data, responses from local assessment efforts, or student responses to other national surveys to create an even more valuable assessment database.

Theoretically, you have the ability to conduct these additional data merges using the raw data you would receive as part of the CSS data file that you order. However, a student's record of CSS responses (and CIRP data when available) will include personal identifiers only if the student has given HERI explicit permission to release this information to you, thereby potentially limiting your ability to conduct this merge with your data. If you send HERI a data file that you would like merged with your CSS data, we can conduct this merge using students' social security number or data of birth as the common variable between the files. **HERI can perform with merge even for students who did not give permission to release their identifiers back to their institutions.** For these students, personal identifiers will be stripped from the new merged file.

**Special Break-Out Report****Cost: \$65.00 plus \$2.50 per break-out group**

The Special Break-Out Report provides Institutional Profiles based on the break-out groups specified in the "Group Code" grids on the first page of the CSS survey (see the 2004 CSS Administration Guidelines for more information). Up to 95 separate reports on mutually exclusive subgroups can be generated for each Group Code grid, as well as a summary report for all respondents at your institution. This report is now delivered in spreadsheet format much like the Report on Spreadsheet described above. (Please note that Special Break-Out Reports are only available for those institutions that used the Group Code grids. Institutions using the Standard Breakout groups should order a REPORT ON SPREADSHEET.)

**Other Special Data Services**

The Higher Education research Institute offers a number of additional data reports and services upon request. Prices depend on the type of service provided.

*Contact HERI for further details.*

## 2004 College Student Survey (CSS) Data Services Order Form

Please use the following form to order CSS Data Services. Do not include payment with this order. We will bill you after your order has been processed. Your order will be processed within 3-4 weeks after receipt of the order form.

### Contact/Shipping Information:

Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### \_\_\_\_\_ Random Drawing of Incentive Winners (Cost: Free)

Criteria for random selection (e.g., two winners, one each from paper and web returns): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Please note: HERI will automatically send you the names of the winner(s) as well as two back-up names in the instance that the prize cannot be claimed by the first beneficiary.

### \_\_\_\_\_ Data File (Cost: \$75.00 + \$0.10 per student record)

HERI cannot distribute data files unless the Certification of Research Use form is completely filled out

#### CERTIFICATION OF RESEARCH USE

**The Higher Education Research Institute provides data files to assist institutional research activities. By receiving this data file, you agree that these data will be used only for statistical analyses and reporting of aggregated information, and not for the investigation of specific individuals. In signing this agreement, you give assurance that use of these data will conform to widely accepted standards of practice and legal restrictions that are intended to protect the confidentiality of research subjects. You also give assurance that no survey respondent will be sanctioned based on any answer provided in the YFCY survey instrument.**

\_\_\_\_\_  
Name of Certifying Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### \_\_\_\_\_ Data Merge (Cost: \$250)

Name of the data file that you are sending to HERI to be merged with CSS data:

\_\_\_\_\_

\_\_\_\_\_ **Reports on Spreadsheet (Cost: \$15 per report)**

**There are two types of reports produced for the College Student Survey: 1) the “CSS,” which includes all respondents to the CSS and 2) the “CSS+CIRP,” which includes those CSS respondents for which CIRP data was found. Please indicate for which report type(s) you are requesting a R.O.S.**

<u>Respondent Type (mark all that apply)</u>	<u>CSS</u>	<u>CSS+CIRP</u>
All Respondents	_____	_____
Attended College 4+ years	_____	_____
Attended College 3- years	_____	_____

\_\_\_\_\_ **Additional Comparison Groups (Cost: \$5 per comparison group)**

**Please use the codes below to indicate up to four additional groups you want to include in your Report on Spreadsheet:**

- |                                   |                                     |                                   |
|-----------------------------------|-------------------------------------|-----------------------------------|
| _____                             | _____                               | _____                             |
| 01 All participating institutions | 05 Private universities             | 09 All Catholic 4-year colleges   |
| 02 All 4-year institutions        | 06 Public 4-year colleges           | 10 All Protestant 4-year colleges |
| 03 All 2-year colleges            | 07 All Private 4-year colleges      | 11 All Public 2-year colleges     |
| 04 Public universities            | 08 All Nonsectarian 4-year colleges | 12 All Private 2-year colleges    |

\_\_\_\_\_ **Peer Group Report (Cost: \$65.00 plus \$5 per institution included)**

**Please indicate five or more institutions to be included in the comparison group:**


\_\_\_\_\_ **Special Break-Out Report (Cost: \$65.00 plus \$2.5 per break-out group)**

**Please indicate on a separate sheet the Group Code numbers (01-95; 00 and 96-99 are reserved for use by HERI) and a 1-20 character descriptive label for each special break-out report you are requesting. We have included an example below for your review. (Note: To protect the confidentiality of individual respondents, Special Break-Out Reports will NOT be produced for groups with fewer than five respondents.)**

<b>EXAMPLE:</b>	<b>GROUP CODE A</b>	<b>GROUP CODE B</b>
	01 Col of Letters & Sci	01 Kings Res Hall
	02 Col of Engineering	02 McArthur Suites