



APPROVAL NOTICE

OFFICE FOR PROTECTION OF RESEARCH SUBJECTS
1401 Ueberroth Building
169407
www.oprs.ucla.edu

DATE: March 17, 2006

TO: John Pryor, M.A.
Principal Investigator

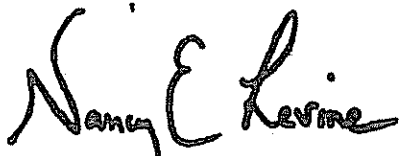
FROM: Nancy Levine, PhD
Chair, North General Institutional Review Board

RE: UCLA IRB #G00-06-053-13D
Approved by Expedited Review
(Approval Period from 03/17/2006 through 02/12/2007)
Cooperative Institutional Research Program (CIRP) Freshman Survey [Submission of modified survey administration guidelines to reflect the possibility that individual universities may add "sensitive" questions to the Freshman Survey (submission is in response to UCLA IRB correspondence, dated 2/25/06)]

Please be notified that the UCLA Institutional Review Board (UCLA IRB) has approved the above referenced research project involving human subjects in research. The UCLA's Federalwide Assurance (FWA) with the Department of Health and Human Services, Office for Human Research Protections is FWA00004642.

PLEASE COMPLY WITH THE FOLLOWING CODICIL(S) IMPOSED BY THE IRB:

1. The UCLA NGIRB approved a waiver of the requirement for **SIGNED** informed consent for the administration of the Cooperative Institutional Research Program (CIRP) Freshman Survey under 45 CFR 46.117(c)(2).
2. If individual institutions participating in the Freshman Survey elect to add "sensitive" questions to the survey (questions that may elicit responses that could have adverse consequences for subjects, or damage their financial standing, employability, insurability, or reputation) as referenced in the 2006 CIRP Freshman Survey Administration Guidelines, the following materials must be submitted to the UCLA IRB for review and approval prior to the inclusion of the additional questions on the Freshman survey: (a) a copy of the questions that the institution proposes to add to the survey, and (b) a modified consent document that directly addresses the additional questions and any risks associated with responding to them. Based on the nature of the questions, it may also be necessary for the participating institution to obtain a Certificate of Confidentiality to protect the security of subjects' responses.



Approval Signature of the UCLA IRB Chair

PRINCIPLES TO BE FOLLOWED BY PRINCIPAL INVESTIGATORS:

As the Principal Investigator, you have ultimate responsibility for the conduct of the study, the ethical performance of the project, the protection of the rights and welfare of human subjects, and strict adherence to any stipulations imposed by the UCLA IRB. You must abide by the following principles when conducting your research:

1. Perform the project by qualified personnel according to the approved protocol.
2. Do not implement changes in the approved protocol or consent form without prior UCLA IRB approval (except in a life-threatening emergency, if necessary to safeguard the well-being of human subjects.)
3. If written consent is required, obtain the legally effective written informed consent from human subjects or their legally responsible representative using only the currently approved UCLA-IRB stamped consent form.
4. Promptly report all undesirable and unintended, although not necessarily unexpected adverse reactions or events, that are the result of therapy or other intervention, within five working days of occurrence. All fatal or life-threatening events or events requiring hospitalization must be reported to the UCLA IRB in writing within 48 hours after discovery.
5. In clinical medical research, any physician(s) caring for your research subjects must be fully aware of the protocol in which the subject is participating.
6. No subjects may be identified, contacted, recruited, or enrolled until the contract with the sponsor is finalized by the University.
7. Ensure that all individuals who will interact with subjects and/or have access to identifiable research data have completed the UCLA Protection of Human Research Subjects Certification.
8. Ensure that all individuals who will access subjects' medical records have completed the UCLA HIPAA Research Training Certification.
9. If non-UCLA sites or personnel are involved, follow all study-specific requirements and consent processes approved by the UCLA IRB.

FUNDING SOURCE(S):

According to the information provided in your application, the funding source(s) for this research project may include the following: other (Self Supported).

2006 CIRP Freshman Survey Administration Guidelines **Higher Education Research Institute, UCLA**

Administration of the survey

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 2006 version of the CIRP Freshman Survey (the 2006 CIRP Freshman Survey is **green**).* We cannot process forms from previous years. If you have forms from previous years, please dispose of them.

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 General Campus Review Board requires that you sign the attached "2006 CIRP Freshman Survey Research Approval Form" and return this form to us prior to administering the survey at your campus. This form assures us that you will abide by and comply with the CIRP administration procedures approved by UCLA's IRB. It also assures us that if local IRB approval of this research is required on your campus, you will administer the survey only after you have received IRB approval. The research approval form must be signed by an individual 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.

Who may be surveyed

You may survey all entering 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 sample includes students under 18, you may need to seek permission from these students' parents prior to CIRP administration. The following text, which describes the survey, should be included with the survey packet (if mailed) 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.

Completing the surveys

Provide pencils

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.

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 form may delay processing of your surveys.)

Returning the surveys

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

HERI Processing Center
c/o Data Recognition Corporation (DRC)
8900 Wyoming Ave., North
Brooklyn Park, MN 55445

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.

Note: If you are sorting the surveys into “standard” break-out groups, follow the instructions that appear on the ARF form. The break-out groups must be separately bundled (with rubber bands) and labeled exactly as indicated on the ARF form.

Surveys must arrive at DRC ready for processing!

This means the surveys must be flat, smooth, oriented in the same direction, and without staples, clips, or other extra items attached. If DRC must provide extra handling to ready the surveys for processing, we will pass the extra charge on to you.

*Surveys must arrive at DRC no later than **October 13, 2006**—please allow sufficient time for delivery by the deadline.*

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

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.

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.

If your surveys arrive at DRC before September 22, 2006, 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 two methods for comparing subgroups of students:

- “standard” break-outs (up to 8 mutually exclusive subgroups of first-time, full-time freshmen)
- “group coded” break-outs (up to 190 subgroups; may include part-time and transfer students)

Standard break-out groups

Standard break-outs permit you to compare subgroups of first-time, full-time freshmen. They can be used to compare mutually exclusive student subgroups, such as: departments (English vs. engineering vs. psychology, etc.); housing plans (on-campus vs. off-campus housing); residency (in-state vs. out-of-state), etc. “Standard” break-outs must be independent of one another (i.e., a single student must belong to only one subgroup). You must designate at least two standard break-out groups, but no more than eight (if there are more than eight, we will merge the extra groups into the last group).

When you return the surveys for processing, bundle (by rubber-banding) each break-out group separately. Attach a label to each bundle that corresponds to the break-out group name you listed on the Administration Report Form (ARF).

Note: If you are sorting surveys into “standard” break-out groups, you must create at least two, but no more than eight, subgroups.

To permit comparison to the national normative data, “standard” break-out groups are limited to first-time, full-time freshmen. (If you include part-time or transfer students’ surveys in a break-out bundle, they will be dropped from the break-out group during processing—If you have subgroups that include substantial numbers of part-time and/or transfer students, you should use “*group coded break-outs*,” described below.) The results for each “standard” break-out group will appear in your institutional profile as a separate report. (A code indicating the break-out group (01-08) is also added to your institution’s data file.)

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. (If you have a large number of part-time and transfer students, you should use group coded break-out groups rather than “standard” break-out groups.)

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, CIRP 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 2006 *CIRP Survey Data Services Order Form*. A copy of the 2006 CIRP Data Services Order Form can be found on the HERI webpage at: www.gseis.ucla.edu/heri/heri.html

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.*** Additionally, we will not release identifiable data to participating institutions unless students provide permission for us to do so. Under no circumstances do we release the names and addresses of student participants.

Using optional (local) questions

At the end of the survey (lower right portion of page 4) is a set of circles for local optional questions (#41 through #58). You may use this space to ask up to **18** additional questions of specific interest to your college. 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 (as well as any supplemental directions for your students that might help explain the additional 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 #41), 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 urge you to “pilot test” your local option questions with current students. Many campuses find that entering freshmen often interpret questions differently than the institution intended.)*

Please note that if your campus wishes to include optional (local) questions that may elicit “sensitive”² information, your campus is required to: (1) submit the questions to the UCLA Institutional

² The definition of “sensitive” is based upon the definition provided in the “NIH Certificates of Confidentiality-Background Information” guidance document, i.e., “the disclosure of identifying information could have adverse

Review Board (IRB) for review and approval; (2) obtain a Certificate of Confidentiality; and (3) modify the “Student Information Sheet” consent language accordingly. These modifications must include: (a) disclosing to potential respondents at your institution that sensitive questions are included within the optional (local) items; and (b) noting that representatives of your institution have a responsibility to make disclosures in order to prevent harm to the survey respondent or to someone else and/or to report illegal behavior. The revised “Student Information Sheet” must also provide local mental health referral information if/when appropriate.

Examples of the types of questions that potentially fall within this realm include those pertaining to: drug use, suicidal thoughts, binge drinking, eating disorders, sexual behavior, and gambling. (Note: revealing past alcohol or drug use is not reportable).

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.

Obtaining student data for local research³

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 questions—see “*Using optional (local) questions*” above—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.

Early data files

Participating institutions may receive data files containing their students’ responses by early November if their surveys arrive at DRC before September 22, 2006. 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 2006 CIRP Survey Data Services Order Form. A copy of the 2006 CIRP Data Services Order Form can be found on the HERI webpage at: www.gseis.ucla.edu/heri/heri.html. There is a nominal charge for an early data file.

Linking the CIRP 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

consequences for subjects or damage their financial standing, employability, insurability, or reputation.”
[<http://grants.nih.gov/grants/policy/coc/background.htm>]

³ The 2006 CIRP Data Services Order form should be returned directly to the Higher Education Research Institute offices—not to DRC.

completes the survey instrument, you will not be able to merge the CIRP Freshman Survey data with data from other campus files.

Permission

Question #40 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 #40 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.

**2006 Cooperative Institutional Research Program (CIRP)
Freshman Survey Approval**

This institution agrees to participate in the 2006 Cooperative Institutional Research Program (CIRP) Freshman Survey. We understand that the Higher Education Research Institute's administration guidelines satisfy UCLA's Institutional Review Board (IRB) requirements for the protection of human research subjects and agree that we will abide by and comply with these guidelines. If local IRB approval of this research is required on our campus, we will administer the survey only after we have received IRB approval. No student will be sanctioned based on any answer provided on the 2006 CIRP Freshman Survey.

Please mark the appropriate item:

- Local IRB review and approval was required on our campus.
 Local IRB review was not required on our campus.

Name of Certifying Official

Signature

Title

Name of Institution

Please return this form to the Higher Education Research Institute:

FAX: (310) 206-2228

Letter: Higher Education Research Institute
UCLA Graduate School of Education & Information Studies
3005 Moore Hall/Mailbox 951521
Los Angeles, CA 90095-1521
ATTN: CIRP Freshman Survey

University of California, Los Angeles
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 #40). 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. HERI will not release individual identifiers to other researchers or to other agencies and has secured a National Institutes of Health (NIH) Certificate of Confidentiality to protect identifiable research information from forced disclosure.

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 or Dr. Sylvia Hurtado 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.

2006 CIRP ADMINISTRATION REPORT FORM (ARF)

In order to process your completed surveys correctly and report them properly, we need some information from you. This form must be returned with your completed questionnaires to our processing center no later than October 13, 2006 (see back for shipping details).

YOUR INSTITUTION

NAME: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

CITY: _____ STATE: _____

SHIPPING INFORMATION

How many completed survey forms did you ship? _____ In how many boxes? _____

Shipped via? _____ Shipping Date? _____

ENROLLMENT COUNT BY GENDER

What is the **total** number of **first-time, full-time freshmen** enrolled for fall 2006? Please note that these counts reflect **all** your first-time, full-time freshmen, not only those who filled out surveys.

First-time full-time freshmen enrolled for fall 2006: Men _____ Women _____ Total _____

BREAKOUT GROUPS

If you are taking advantage of our Standard Breakout Groups option (see page 3 of the *Guidelines* for more information), please provide the following information for each Breakout Group)

Breakout Labels (as they should appear on your Institutional Profile)	# of Surveys in Group
1)	_____
2)	_____
3)	_____
4)	_____
5)	_____
6)	_____
7)	_____
8)	_____

DON'T FORGET SIDE 2!

We need some information about how you administered the CIRP survey.

WHAT GROUP(S) OF STUDENTS DID YOU INTEND TO SURVEY?

First-time full-time freshmen	___	Other (specify) _____
Any entering students	___	_____
Did you intend to survey <u>all</u> students in each group?	Yes _____	No _____
If "No," what percentage of students did you intend to survey?	_____	

WHAT METHOD(S) DID YOU USE TO ADMINISTER THE SURVEY?

A single proctored group	___	Mailed with other materials (e.g. Reg. Packet)	___
Two or more proctored groups	___	Mailed by itself	___
During class sessions	___	Other (specify) _____	_____
Individually (but not mailed)	___	_____	_____

WHAT TYPE OF ID NUMBER DID YOU ASK STUDENTS TO PROVIDE?

Campus ID	___
Social Security Number	___
Other (specify)	___

SPECIAL PROBLEMS AND CIRCUMSTANCES

Did at least 80% of the students you targeted actually complete the survey?	Yes _____	No _____
<i>If "No," please describe any unusual circumstances or special problems you encountered on a separate sheet.</i>		

SHIPPING AND HANDLING INSTRUCTIONS

<ol style="list-style-type: none">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 ARF on top of the questionnaires (if more than one box is being mailed, place the ARF in Box #1). Send the box(es) to: <p style="text-align: center;">HERI Processing Center c/o Data Recognition Corporation 8900 Wyoming Ave., North Brooklyn Park, MN 55445</p>

If you cannot obtain the above information in time to meet the October 13 deadline, please provide as much as possible on a photocopy of the ARF and include it with the returned questionnaires. When the missing information becomes available, please call the Higher Education Research Institute at 310-825-1925.

2006 CIRP FRESHMAN SURVEY DATA SERVICES

In addition to the Institutional Profile and copy of our report on the national results you receive as part of your participation in the CIRP Freshman Survey, HERI can 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.

DATA FILE

COST: \$75.00 + \$0.10 PER STUDENT RECORD

You may order a “raw data” file containing the individual responses of all participating students at your institution. The data are arranged in a fixed-field text format so that they may be accessible to the widest possible range of commercial statistical and data base programs, and for merging with locally held data bases.

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. Because the CIRP Freshman Survey data file contains nearly 300 variables, these specifications account for well over half of the effort required in conducting SPSS analyses.

The Data File will contain codes identifying subgroups you may have specified through the “Standard Breakout” option and/or the two GROUP CODE fields on the survey instrument. It will also contain students’ Social Security Number (or local institutional ID) provided the student gave HERI permission to release it to you.

Early Delivery

Additional Cost: \$75.00

HERI will start fulfilling Data Services orders for the 2006 CIRP Freshman Survey in January, 2007. However, if you returned your completed surveys to our Scanning Center by September 22, 2006, we can produce your Data File in early-to mid-November.

Pre-Formatted Data File

Additional Cost: \$25.00

HERI now offers pre-formatted data files. Instead of fixed-field format, you can order your data pre-formatted as in SPSS, Stata, SAS, MatLab, Fox Pro, or Statistica file formats. Contact our office if your preferred file format is not listed on this form.

REPORT ON SPREADSHEET (ROS)

COST: \$25.00

You may order some or all of the reports in your CIRP Freshman Survey Institutional Profile as EXCEL spreadsheets. These spreadsheets, identical in format to the paper reports you receive, make easy the task of creating graphs, tables, and other “user-friendly” reports. The standard Report on Spreadsheet includes separate spreadsheets for: 1) all first-time full-time freshmen and; 2) all other respondents (part-time students, transfer students, and all respondents).

Standard Breakout Spreadsheets

Additional Cost: \$2.50 per Spreadsheet

If you used the Standard Breakout option (physically dividing your completed surveys into 2-8 groups) and want Reports on Spreadsheet for your breakout groups, you may order them for an additional fee.

Additional Comparison Groups

Additional Cost: \$5.00 per comparison group

The standard CIRP Freshman Survey 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 ROS results as many as four ADDITIONAL comparison groups from the 37 groups noted on page 4 of this document.

GROUP CODE REPORT (formerly “Special Breakout Report”)

COST: \$65.00 PLUS \$2.50 PER GROUP

The Group Code Report provides Institutional Profiles based on each group code specified in the two “GROUP CODE” grids on the first page of the CIRP Freshman Survey. Up to 95 separate reports can be generated from each Group Code grid, as well as a summary report for all respondents at your institution. This report is delivered in spreadsheet format. (Please note that Group Code 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.)

2006 CIRP FRESHMAN SURVEY DATA SERVICES

PEER GROUP REPORT

COST: \$65.00 PLUS \$5 PER INSTITUTION INCLUDED

The two comparison groups included in your CIRP Freshman Survey Institutional Profile are determined by the Stratification Cell assigned to your institution by HERI (for more information about Stratification Cells, see Appendix A in our annual report on the CIRP, [The American Freshman](#)). However, you may wish to compare your CIRP Freshman Survey results to a different group of institutional peers or even to an aspirant group of institutions. Per your request, HERI can generate a special profile comparing your institution's results to the aggregated responses from any five or more participating institutions of your choice. The Peer Group Report is delivered in spreadsheet format and is virtually identical in appearance to an Institutional Profile report.

The following Data Services are available from HERI but cannot be ordered using this form. Contact HERI at heridata@ucla.edu or call 310-825-1925 for further information or to place an order.

DATA MERGE

COST: \$75.00 OR \$250.00

Individual records in a CIRP data file contain a respondent's Social Security Number (or other ID as directed by the institution) **provided** the student gave HERI permission to release it by answering "yes" to the permission question. The SSN/ID is included to allow you to merge the CIRP data with other data files you might maintain (transcript files, results from locally administered follow-up surveys, etc.) for the purpose of performing deeper analyses of the results. The value of this Data File feature can be diminished, however, if a significant percentage of respondents do not give this permission.

To work around a permission problem without compromising the respondents' wishes for anonymity, HERI has developed the Data Merge service. If you send us a data base containing the information you want merged to the CIRP Data File, and the students' SSN/IDs, HERI will merge the files together using all the SSN/IDs provided to HERI by respondents. (If the file you provide also contains students' names, HERI can use them to match to the CIRP data in the event a respondent did not provide HERI with an SSN/ID.) After the files are merged, HERI will strip off the SSN/IDs of those respondents who did not give us permission to release them. (Per standard HERI practice, all names in the merged file will also be removed.)

The price for this service depends on the type of file provided and the type of merging desired. If the file is in SPSS System format or in labeled EXCEL format, and you wish merging done only by SSN/ID, the cost is \$75. If the file is in any other format and/or you wish merging done by student name in addition to SSN/ID, the cost is \$250.

SPECIAL REPORTS

COST: VARIABLE

HERI can produce Institutional Profiles broken out on virtually any variable or combination of variables in the survey. For instance, you can order a report comparing students who attended different types of high schools, or by which major they intend to pursue. All Special Reports are delivered as EXCEL spreadsheets.

The cost of a Special Report is dependent on the amount of special programming necessary to produce it, but will not be less than \$125.

The following pages contain the Order Form for the CIRP Data Services. When completed, please FAX the form to the HERI office at 310-206-2228, or mail them to the address below. **Please do not send the order form to Data Recognition Corporation with your completed surveys.** Feel free to contact us at heri@ucla.edu or call 310-825-1925 if you have any questions.

Higher Education Research Institute
Graduate School of Education & Information Studies
University of California at Los Angeles
3005 Moore Hall, Maibox 951521
Los Angeles, CA 90095-1521

2006 CIRP FRESHMAN SURVEY DATA SERVICES

Please use the following form to order Data Services. It is not necessary to include payment with this order – HERI will bill you after your order has been processed. Orders will be completed within 3-4 weeks.

CONTACT/BILLING INFORMATION (PLEASE COMPLETE ALL FIELDS):

Name: _____ Institution: _____
Title: _____ Address: _____
Phone: _____ City: _____ State: _____
E-mail _____ ZIP Code: _____

Unless noted below, your data services will be sent via e-mail to the address you provide above.
There is a \$5.00 surcharge for delivery on PC diskette via US Mail.

Please deliver on diskette via U.S. Mail _____

DATA FILE (\$75.00 + \$0.10 per student record) _____

Early Delivery (add \$75.00) _____

Completed Surveys must be at Scanning Center no later than 9/22/2006

Preformatted File (add \$25.00) _____

Circle one of the data formats below

SPSS · Stata · SAS · Fox Pro · Statistica · dBase · Gauss · MatLab · Quattro Pro

CERTIFICATION OF RESEARCH USE

HERI cannot deliver your data file unless the Certification of Research Use is completely filled out.

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 CIRP Freshman Survey instrument.

Name of Certifying Official

Signature

Title

Date

**PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228, OR MAIL IT TO THE ADDRESS ON PAGE 2.
Do NOT SEND THIS FORM TO DATA RECOGNITION CORPORATION WITH YOUR COMPLETED SURVEYS.**

2006 CIRP FRESHMAN SURVEY DATA SERVICES

REPORT ON SPREADSHEET (\$25.00) _____

Standard Breakout Reports (add \$2.50 per report) _____

Additional Comparison Groups (add \$5.00 per group) _____

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

<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
20 All institutions		05 <i>All nonsectarian four-year colleges</i>	
18 All universities		13 __ low selectivity	
17 All four-year colleges		14 __ medium selectivity	
03 All private four-year colleges		15 __ high selectivity	
16 All two-year colleges		21 __ very high selectivity	
19 All black colleges			
		07 <i>All Catholic four-year colleges</i>	
08 <i>All public universities</i>		25 __ low selectivity	
28 __ low selectivity		26 __ medium selectivity	
29 __ medium selectivity		27 __ high selectivity	
30 __ high selectivity			
		06 <i>All Protestant four-year colleges</i>	
09 <i>All private universities</i>		22 __ low selectivity	
31 __ medium selectivity		23 __ medium selectivity	
32 __ high selectivity		24 __ high selectivity	
33 __ very high selectivity			
		01 All public 2 year colleges	
04 <i>All public four-year colleges</i>		02 All private 2 year colleges	
10 __ low selectivity			
11 __ medium selectivity		34 All public black colleges	
12 __ high selectivity		35 All private black colleges	

GROUP CODE REPORT (\$65.00 plus \$2.50 per group) _____

Using the grids on Page 5, please enter a 1-20 character label for each of the GROUP CODES used by your students in the GROUP CODE grids (A and B) on the 2006 CIRP Freshman Survey.

PEER GROUP REPORT (\$65.00 plus \$5.00 per institution) _____

Using the grids on Page 6, please enter the names of the institutions to include in your Peer Group Report.

**PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228, OR MAIL IT TO THE ADDRESS ON PAGE 2.
Do NOT SEND THIS FORM TO DATA RECOGNITION CORPORATION WITH YOUR COMPLETED SURVEYS.**

2006 CIRP FRESHMAN SURVEY DATA SERVICES

Peer Group Specification

If you want to specify individual institutions in your Peer Group, please enter the names of each institution and the state in which it resides. If more than one branch campus of an institution participated in the CIRP Freshman Survey during a given year, please indicate the branch(es) you want included in your Peer Group.

Institution	State
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you wish to specify the institutions in your Peer Group by one or more rules, such as “All public institutions in Illinois,” for example, please enter your rule(s) here.

Note: HERI will not produce Peer Group Reports containing less than FIVE institutions.

Please duplicate this section of the form if you need extra room.

Cooperative Institutional Research Program Survey Checklist — 2006

Higher Education Research Institute, UCLA

Phone: 310/ 825 - 1925; Fax: 310/ 206 - 2228; E-mail: heri@ucla.edu

Before the surveys arrive

- Complete and return “CIRP Approval” Form**
- Create a ‘2006 CIRP Survey’ file** for these materials and your records
- 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 Administration Report Form (ARF)**
- Package the surveys following the ARF instructions**
- Ship the surveys using the “return” box(es) by a traceable means**
Box(es) must **ARRIVE** in Brooklyn Park, MN before **October 13, 2006**

After the surveys have been processed

- Receive your copy of your institutional report in mid-December**
- Receive *The American Freshman: National Norms for Fall 2006* in early January.**

STUDENT IDENTIFIERS

Since the beginning of the CIRP Freshman Survey in 1966, HERI has asked respondents to enter a student identifier.* The Social Security Number (SSN) has always been HERI's identifier of choice, and the relevant instruction on the survey form asked students to **"PLEASE PROVIDE YOUR SOCIAL SECURITY NUMBER"**.

Over the years, some institutions have asked HERI if they could have the students enter a locally generated student identifier in place of the SSN, and we have been happy to accommodate them provided the local identifier fit within the space available. As more and more institutions have moved away from using SSN as their student identifier, we decided to make the accommodation more formal. Starting with the 2004 Freshman Survey, the relevant instruction on the survey form asks the student to **"PLEASE PROVIDE YOUR ID NUMBER (as instructed)."**

Although this new wording of the instruction explicitly gives your institution more choice about which student identifier to use, it also places a new responsibility on you. Whether you choose to continue using the SSN or switch to a locally generated identifier:

YOU MUST INSTRUCT YOUR STUDENTS WHICH STUDENT IDENTIFIER TO ENTER IN THE SPACE PROVIDED

Failure to give this instruction to students may result in the students entering no identifier at all, or different students entering different identifiers. Either of these outcomes would reduce the long-term value you can derive from the results of the survey.

If you are thinking of using a locally generated student identifier in place of the SSN, please see the next page for considerations which should be taken into account before making a decision.

* HERI uses this student identifier for three purposes:

- To link the responses of individual students to our follow-up surveys to the responses they made on the Freshman Survey, providing a longitudinal file by which changes in student activities, attitudes, and goals can be measured.
- To allow institutions to merge data from the Freshman Survey to data they keep on the students throughout their college careers, allowing similar sorts of longitudinal analyses.
- To help locate current addresses of students for the purpose of administering long-term follow-ups.

USING A LOCALLY GENERATED STUDENT IDENTIFIER

The student identifier field on the CIRP Freshman Survey form is designed to hold a Social Security Number – 9 numeric characters. To determine whether and how your local student identifier can be successfully entered into that field, please see below.

If the identifier is all numbers and exactly 9 digits long

Your students need only enter it in the same manner they would enter an SSN.

If the identifier is all numbers and less than 9 digits long

Please direct the students to enter their ID starting with the leftmost column of bubbles on the ID grid, leaving blank any unneeded columns on the right.

If the identifier contains special characters (dashes, slashes, periods, etc.)

Direct the student to skip these characters when entering their identifiers. If this results in the identifier taking up less than 9 digits, direct the students to start entering the identifier in the leftmost column of bubbles, leaving blank any unneeded columns on the right.

If the identifier contains letters

The identifier cannot be used, unless letters in the identifier are not required to uniquely identify the student. Some institutions use letters in an identifier as a matter of convenience – for example to allow someone to quickly determine the student’s school, department, or current status.

Check with your Registrar, Data Processing Center, or whichever entity at your institution created the student identifier to determine if the letters are necessary to uniquely identify a student. If they are not, direct the students to enter the numeric part of the identifier only. If the numeric portion is less than 9 digits, direct the students to start entering the identifier in the leftmost column of bubbles, leaving blank any unneeded columns on the right.

If the identifier is longer than 9 digits/letters

It is unlikely that all the characters in a very long identifier are required to uniquely identify a student. There are several steps you can take to reduce the length of the identifier.

- If there are any special characters or letters in the identifier, deal with them as described above.
- If there are still more than 9 digits in the identifier, check with the entity that created it to see if some subset of those digits uniquely identify the student, and direct the student to enter those digits only (e.g. “the last six digits”).

AND MOST IMPORTANT OF ALL

Whether or not you use the SSN or a locally generated student identifier, ***make a record of which identifier you used*** (and any additional instructions for entering it, such as those described above). You will need to give the same instructions should you participate in the YFCY or CSS follow-up surveys.

If you have any questions about this matter, please call us at (310) 825-1925, or email us at heri@ucla.edu.

CANCELLATION POLICY

If you cancel participation in the CIRP Freshman Survey before you receive survey forms from our Processing Center, there is no charge.

If you cancel after you receive survey forms and you return your surveys to our Processing Center, a \$100.00 cancellation fee is assessed.

If you cancel after receiving your survey forms and you do not return the surveys to our Processing Center, your participation fee is not refunded.

PURCHASE ORDERS

We encourage you to set up a purchase order in order to expedite payment. Expedited payment is helpful because UCLA charges additional fees after invoices become 90 days past due. If there are delinquency fees on your account, your payment will be applied to these charges first. The unpaid balance on the account will remain past due and will *continue to accrue additional delinquency fees*. Balances that remain unpaid for several months risk going to collections.

HOW TO CALCULATE YOUR PURCHASE ORDER FOR PARTICIPATION AND SCANNING:

Participation fee as noted on registration form:

Example:	CIRP 2006 = \$400.00	\$ 400.00
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Scanning fee as noted on registration form:

Example (if 2000 surveys are requested):

Example:	500 x \$2.00 = \$1000.00 (first 500 surveys)	\$1000.00
	500 x \$1.50 = \$ 750.00 (surveys 501 – 1000)	\$ 750.00
	1000 x \$1.00 = \$1000.00 (surveys 1001 and thereafter)	<u>\$1000.00</u>

Total amount to encumber for a purchase order:	\$3150.00
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Your Purchase Order will only be charged for the surveys that are actually scanned by our processing center.

What if I want to pay for both the participation and the scanning fees in advance?

If you wish to prepay for the participation and scanning, please use the above noted calculation to estimate the expected amount. If you return fewer surveys to our processing center than you initially requested, you will be refunded the difference.

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