

**SUGGESTED TEXT FOR THE PAPER/WEB REMINDER
INSTITUTIONAL COVER LETTER**
[*On institutional letterhead*]

[*month*] 2009

Dear [*student name*]:

Recently we sent you a request to participate in an important survey of college seniors conducted by the Higher Education Research Institute (HERI) at UCLA. Please consider adding your feedback on your experiences as a college student.

The enclosed questionnaire can be completed in pen (blue or black ink) or pencil and returned to [*institutional contact information*] as soon as possible [*insert return instructions (i.e., in the enclosed envelope)*].

You may also complete this survey on the Internet. The website for the survey is:
<https://www.dr surveys.com/CollegeSeniorSurvey/et.aspx?Logon=XXXXXXX>

Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of this project if you like on our website) will not affect your relationship with your school. We ask for your ID number, name and address so that the researchers at UCLA can merge your responses with future data in order to support a comprehensive research program. However, please note that your responses will be used for research purposes only and will be strictly confidential. No one at your school, or at UCLA, will ever associate your individual responses with your name.

Your completion and submission of the enclosed questionnaire indicate your consent to participate in the project. For more information about your rights as a research subject please read the “Survey Information Sheet” attached to your questionnaire (detach the sheet from your survey and retain) or via the link on the survey website. If you have questions about your rights as a research subject, you may contact the UCLA Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.

Thank you for participating in this important research project.

Sincerely,

John H. Pryor
Director, The College Senior Survey
Higher Education Research Institute