



COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

Using Group Codes

Group codes are breakout groups that permit you to compare specific subgroups of your student sample. They are typically used by institutions to identify students in different colleges, majors, residence halls, or academic programs on campus. Group codes allow you to identify up to 190 unique subgroups of students.

A group code can be used in two ways:

- As an additional, permanent variable; you can use it to disaggregate data for additional internal analysis.
- HERI can produce a special report using these codes. This report comes in a format similar to the standard CIRP Freshman Survey Institutional Profile. However, it provides a separate profile of each coded subgroup, as well as a total survey population profile.

If you are administering a paper survey, please instruct your students to mark one or both of the group code grids on the questionnaire (located next to the Marking Directions) 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 questionnaire. Please be sure to provide instructions regarding the appropriate codes to enter in the grid.

If you are administering a web survey, you should include instructions that will be included on the appropriate page in the web survey. For example, if a campus wanted to examine results for students in different colleges at a large university, the group code instructions might look like this:

Please indicate which college you attend by writing in the appropriate number in the section marked Group Code A:

- 01 Liberal Arts
- 02 Life Sciences & Agriculture
- 03 Engineering & Physical Sciences
- 04 Health and Human Services
- 05 Whittington School of Business & Economics
- 06 Thompson School of Theatre