



APPROVAL NOTICE

OFFICE FOR PROTECTION OF RESEARCH SUBJECTS
11000 Kinross Avenue, Suite 102
169407
www.oprs.ucla.edu

DATE: December 15, 2009

TO: John Pryor, M.A.
Principal Investigator

FROM: Nancy Levine, Ph.D.
Chair, North General Institutional Review Board

RE: UCLA IRB #G00-06-053-23
Approved by Full Committee Review
(Approval Period from 12/15/2009 through 12/09/2010)
Cooperative Institutional Research Program (CIRP) Freshman Survey [addendum: modified survey instrument and consent form; removal of Purchase Order Form and Shipping Form; revised Data Services Order Form]

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. 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

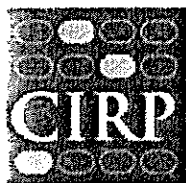
PRINCIPLES TO BE FOLLOWED BY PRINCIPAL INVESTIGATORS:

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 ten working days of occurrence. All fatal or life-threatening events must be reported to the UCLA IRB in writing within 2 working days 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).



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

CIRP Freshman Survey 2010 Administration Guidelines

Whom should you survey?

The CIRP Freshman Survey is designed to be administered to all first-time full-time freshmen during the freshman orientation or registration period. The questionnaire 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.

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).

The CIRP Freshman Survey can be administered several different ways:

1. Proctored setting with paper questionnaires. This administration method will result in the highest response rate, and is highly recommended. Many schools use this method, in which all first-year students are physically present in one place to complete the questionnaire.
2. Mail-out survey with paper questionnaire. This administration method can also be effective if multiple reminder mailings are used, but will typically result in lower response rates than option #1 and typically used when a proctored setting is not logistically possible.
3. Email notification of the web-survey option. This administration method allows you to use our system to deliver the email requests to complete a web-based questionnaire to students or contact students on your own. This method usually results in a response rate as high, or higher than option #2, but not as high as option #1.
4. A combination of paper and web-based questionnaires. This administration method will likely lead to the next highest response rate, as it will be lower, usually, than administering the survey in a proctored setting (option #1).

CIRP Freshman Survey as a Pre-Test to the YFCY and CSS

While the CIRP Freshman Survey may be used effectively as a stand-alone instrument, it was designed as a pre-test instrument to the Cooperative Institutional Research Program (CIRP) YFCY (administered at the end of the first year of college) and the CSS (administered to

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graduating seniors). CIRP Freshman Survey data are most valuable when linked to relevant post-test data from the CIRP YFCY, CSS or other local baseline data. Having baseline data collected at the time of college entry allows you to assess how and why your students change over time, and to evaluate the impact and effectiveness of programs and policies at your campus.

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.

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.heri.ucla.edu>.

If local IRB approval of this research is necessary at your campus, obtaining IRB approval can be quick, but it can also be a more lengthy process. We suggest that you begin this process as soon as possible.

HERI and the UCLA North General Institutional Review Board (NGIRB) require that an appropriate college official certify compliance through our **Research Approval Form** with the following:¹

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.

You further agree to the following statement:

The Higher Education Research Institute provides data files to assist institutional research activities. By receiving this data file, we 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 affirming this agreement, we 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. We also give assurance that no

¹ 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.

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survey respondent will be sanctioned based on any answer provided in the 2010 CIRP Freshman Survey.

Compliance with the above statements is now submitted through the CIRP Web Portal at www.cirpsurveys.org. You will not be able to receive any data or reports until the Research Approval Form is completed.

Administering the Survey

The CIRP Web Portal

HERI has developed a website that will make administration of your CIRP surveys easier, faster, and offers greater flexibility. This is where you will register for surveys, order paper or web surveys, and receive your data and reports. The CIRP Web Portal is at www.cirpsurveys.org and is a secure site to manage your survey project from start to finish. If you are administering a web survey you will also input any additional questions or “group codes,” personalize email invitations and “welcome” and “thank you” screens, and upload school logos.

Survey Administration Materials

The Higher Education Research Institute (HERI) and Data Recognition Corporation, HERI’s outside survey vendor, will provide all of the necessary resources for the 2010 administration of the CIRP Freshman Survey. Following are the specific items that institutions can expect to receive in order to facilitate a successful administration.

Paper Survey

Those institutions administering the CIRP Freshman Survey as a **paper survey** will receive:

1. As many copies of the paper instrument as you order
2. An electronic link containing an information sheet outlining students’ rights as research subjects (“Survey Information Sheet”).

Paper Survey with Web-based Option

Those institutions administering the CIRP Freshman Survey as a paper survey may also provide a link to the survey website for students to complete the survey on the web.

Web Survey

There are two ways to notify your students of the opportunity to complete the CIRP Freshman Survey on the web.

In an *institutional administration*, your institution has the responsibility to contact the students with the request to participate and the necessary information to participate.

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In a *HERI administration*, *HERI (and our vendor, Data Recognition Corporation)* uses email addresses and names that are provided by your institution and will manage the email contact process for you².

Whether or not you elect HERI to manage the survey administration process or if you do it yourself, there are several opportunities to customize the web survey for your institution. The first is customizing the email that you send to students notifying them of the opportunity to participate in the survey. While there are some items that are necessary to include from a human subjects concern, you can add other text as well.

Institutional administration

Campuses indicating that they are conducting **an institutional administration** will receive:

1. A list of unique log-in codes for students to access the web-based CIRP Freshman Survey instrument to merge into e-mail invitations to participate in CIRP Freshman Survey,
2. The web address (URL link) to the survey instrument, and
3. An electronic version of the information sheet outlining students' rights as research subjects ("Survey Information Sheet").
4. Both required and suggested text for the email request to students.

HERI administration

Campuses indicating that they are conducting **a HERI administration** will provide HERI with the email addresses and names (first name, last name) of all students to be surveyed. The specifications for this file are available on the CIRP Web Portal, which is also where you will upload the file. If you have more than one email address for a student, you may send an identical email identification notification to the second email address, potentially increasing your response rate (not that a student responding to both email notifications will still only be responding once as the login codes will be identical).

Anti Spam Procedures

To ensure a smooth delivery process, you should instruct your institutions Information Technology department to add the following email address provided below to their Approved Senders List. You may also want to inform your survey respondents that they will be receiving an email from one of the following addresses. This should then allow emails coming from HERI's email distribution service to come through the bulk or junk mail screening processes. Failure to do this may result in email being routed directly to bulk or junk email folders without ever reaching the intended survey respondents, and consequently affecting your survey response rate. For the CIRP Freshman Survey, email will come from:

ADD EMAIL ADDRESS INFO HERE

² Both HERI and DRC abide by FERPA guidelines in the use of student information and all personnel involved with the data collection have successfully completed a training course in human subjects research that meets NIH requirements.

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Email “Spoofing”

Email notifications will come from ADDRESS HERE unless you elect to provide an alternative “from” email address and email display name. This allows you to customize the survey to your institution, making the notification emails seem to come from another address, such as one at your own institution (e.g. President, Dean, Director of Institutional Research). If you do use this option, it is usually wise to notify your IT department that you are doing so. Please be aware that although every precaution has been taken to ensure that any bounced emails will continue to be returned to the default email address there are some email providers who may send a bounced email back you’re your customized “from” email address.

Under no circumstances will the emails be used for any other purpose than the approved contact for notification of the survey. Emails will be personalized with the recipient’s name.

Email Bounceback Report

If you use our email notification system, you will also be alerted if the email you sent was not able to be delivered to the intended address. The system will alert you to the type of error, and a detailed list of the possible reasons for a bounceback is available in the CIRP web Portal. A few of the reasons might be the mailbox was full, the message was rejected as spam, or the user was unknown. This allows you to take action in pursuing a more valid email address as well as to modify your response rate to the survey in case you cannot correct the error.

“Welcome” and “Thank You” Pages

At the beginning and the end of the survey you can add material of your own to these screens, including your school logo.

Your School Name on the Web Questionnaire

Your school name will appear at the top of the screen for the web questionnaire as a joint sponsor of the survey. It will look like this (your name will obviously replace our “Whatsamatta University” :

Sponsored by the Higher Education Research Institute and Whatsamatta University

The institution name will, by default, be the name that shows in our registration system. If you would like to alter this name (e.g. “Whatsamatta U”) then please check “Change Your School’s Display Name for the Web Survey” on the “Place an Order” page in the CIRP web portal.

The “Survey Information Sheet” must accompany all survey forms. This information sheet describes the purpose of the survey, estimated time to complete the survey, the potential risks and benefits, and students’ rights as research subjects. The “Survey Information Sheet” must be included with the paper invitations. For web surveys, it is the web page after the “welcome” screen.

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Inviting Your Students to Participate

It is important to note that CIRP Freshman Survey participation should be voluntary. **All students who receive the CIRP Freshman Survey instrument should be informed that this is a voluntary survey.**

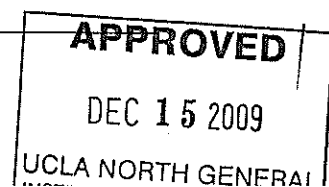
Please note that compulsory participation in research is a violation of the federal regulations. Also, some campuses may consider people under 18 to be minors. If this is the case on your campus, and if your CIRP Freshman Survey sample includes students under 18, you may need to seek permission from these students' parents prior to survey administration.

If your campus administers the survey in a proctored on-campus setting, the following text, should be read aloud to students prior to distributing the instruments. While you are free to personalize or edit this text, the points in bold **must** be included:

“We ask that you complete this survey as part of a national study of college students conducted by the Higher Education Research Institute at UCLA. One major goal of this research is to determine what happens to students when they attend college. This study is designed to help improve the quality of the college experience and thus may benefit future generations of students. Results of your participation also will be directly beneficial to students at [*name of your campus*], since we will receive complete tabulations of your responses to compare with the responses of students at other institutions. 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. We would also like your Student ID Number so we can merge your responses with other campus data to support our institutional research program. You also may complete this survey on the Internet—please refer to the attached instructions if you wish to do so. **Your responses will be used only for research purposes and will be strictly confidential. Please read the ‘CIRP Freshman Survey Information Sheet’ for more information about your rights as a research subject. Your participation is voluntary and will not affect your standing at [*name of your campus*].**”

If your campus administers the CIRP Freshman Survey via electronic or U.S. mail, we have included suggested text for an invitation letter to accompany initial and follow-up waves. We have included three versions of these letters. One addresses administration issues with respect to a **paper only** administration, the second set is for use with a **paper survey with a web option** administration and the third set assumes a **web-only** administration. We encourage you to personalize these invitation letters when possible in order to maximize response rates, however the text in bold **must** be included. Finally, please remember to send all other necessary materials for the CIRP Freshman Survey administration (e.g., a copy of the questionnaire or the URL link to the web-based survey instrument, instructions for additional questions, the “Survey Information Sheet”) with the invitation to participate.

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We strongly recommend that you use these invitation letters as a template since they include appropriate language to meet guidelines for research involving human subjects and such language is a required element of the research protocol approved by the UCLA North General IRB.

Special Breakout Groups (Or “Group Codes”)

Special coded breakout groups permit you to compare specific subgroups of your first-year student sample. These breakout groups could be used to identify students in different colleges, majors, residence halls, or academic programs on your campus. Special breakout groups allow you to identify up to 190 unique subgroups.

To use the special breakout group codes, please instruct your students to mark one of 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 grid. If you are administering a web survey, you can include special instructions for the “Group Codes” that will show up on the web survey (at no additional charge).

Once the code is entered onto the survey it can be used in two ways:

- 1) First, it becomes a permanent part of the survey data for your institution. Should you utilize the electronic data file of your students’ responses, this breakout code can be used as a variable to disaggregate the data for comparative analyses.
- 2) Second, the Higher Education Research Institute can produce a special breakout 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.

HERI does not release results for individual group codes that are based on fewer than 15 respondents. We do this both to preserve the privacy of individual respondents, and because results based on fewer than 15 cases have no statistical significance. If a subset of a Group Code Profile is based on fewer than 15 respondents, the results for that subset will not be reported as a Special Breakout Group.

For more information on the CIRP Freshman Survey Electronic Data Files and Break-Out Reports, please see the “Reports and Data Files” section below and the “CIRP Freshman Survey Data Services Order Form.”

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Targeted Follow-Up of Non-Respondents

Paper Survey

You may keep track of the names of respondents to the paper survey. With this information, representatives at your institution can then send a personalized second wave of surveys only to those students who did not respond to your first invitation to participate.

Confidentiality **MUST** remain a priority throughout the survey administration. As such, only authorized personnel should review the paper instruments to determine the identity of first-wave respondents. Please remember that the examination of any individual responses to the survey other than the respondent's name is considered a breach of confidentiality.

Please word your reminder correspondence in a way that does not appear coercive. Most students have not responded to the initial inquiry because they were pressed for time when it arrived and will be amenable to completing the survey. HERI has provided suggested and required text for the reminder. Please remember that the text **in bold must** be included in your communication with the students.

Web Survey

Students following the link given in the email request to participate will be sent to a welcome screen that again explains the survey project and offers a way to opt-out of the survey. If students click on this button, they will not receive any further communications about the survey.

Institutional Administration

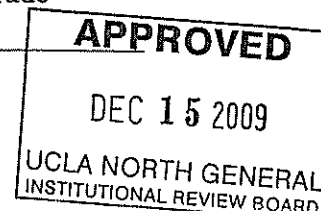
You will be able to access, through the CIRP Web Portal, a file with the unique identifiers for those who have not yet responded to the web survey, **not including those students who have opted out**. This will enable you to follow-up with non-respondents who have not exercised their right to be removed from further contact.

Please word your reminder correspondence in a way that does not appear coercive. Most students have not responded to the initial inquiry because they were pressed for time when it arrived and will be amenable to completing the survey. HERI has provided suggested and required text for the reminder. Please remember that the text **in bold must** be included in your communication with the students.

HERI Administration

You will be able to specify a date at which you would like HERI to send a reminder email to those students who have not yet responded to the survey request, **but not including those students who have opted out of the survey**. The text of this reminder email will include necessary language to protect human subjects, but can also be customized by you.

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A Note About Response Rates

In the past decade, we have noted declining response rates to surveys received via mail. Therefore, when possible, you may want to consider administering the CIRP Freshman Survey in a **proctored setting** to maximize student participation. However, should you wish to distribute the surveys through campus, U.S., or electronic mail, we recommend the following strategies to boost your response rate:

- **Check the accuracy of your postal and email addresses.** Please note that many students utilize email accounts other than their campus address.
- **Send out a pre-notification announcement.** If you tell them it's coming, they may be on the look-out.
- **Conduct a two-wave administration.** Sending a second survey can increase the response rate—and there is no extra charge for ordering additional surveys.
- **Remind students about the survey during the administration period.** Examples include advertisements in the student newspaper, announcements posted on the campus websites, and e-mails to students.
- **When possible, personalize correspondence related to the survey administration.** We all know that people aren't as receptive to "Dear occupant," "Dear resident," or "Dear student" letters. Address students personally (i.e., "Dear Sally") rather than generically.
- **Correspondence should be signed by a recognized and respected campus official.** Some examples include the college president, the student body president, or the dean of students.
- **Make participation personally meaningful and relevant to students.** If students know how their responses will directly affect the campus experience for the student population at large, it may encourage them to respond. Students really want to know that their time responding to the survey is well spent.
- **Provide assurances of confidentiality.** The CIRP Freshman Survey collects identifying and demographic information. For paper administrations, please make sure that your survey collection and temporary storage system is secure and protects students' confidentiality. Also, make sure students are aware of these procedures. For web-based administrations, inform students that their responses will be sent directly to an outside data processing center and that no one at your institution will examine individual web-based questionnaires. (For additional points about these issues, see the section on "Confidentiality" below.)
- **Although it will be noted on the instrument itself, we encourage you to point out that students may use blue or black pen or #2 pencils to complete the paper survey.** Such a convenience may encourage more students to respond to the survey.
- **Use incentives.** Money, pizza, gift certificates to the campus bookstore, college sweatshirts, or an automatic entry into some type of raffle or lottery may be the extra boosts students need to complete the instrument. Please review the section "Using Incentives" for specific guidelines with respect to the use of incentives with CIRP Freshman Survey.

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Administration Period

The CIRP Freshman Survey is available March 15, 2010 through October 15, 2010.

Please note that the processing cut-off date for the CIRP Freshman Survey administration is **October 15, 2010**.

Please refer to “Reports and Data Files” for a complete schedule of data delivery.

Using Incentives

Incentives can prove to be an effective means of increasing survey response rates. Gift certificates for the campus bookstore, food, money, or an automatic entry into some type of raffle or lottery are all possibilities, but you may select any incentive that you feel would inspire your student body to respond to the instrument. You are able to request that a unique incentive passcode be added to the “Thank You” page of your web administration. This can be used to ensure that a student who has completed the survey before requesting an incentive at your institution. Each student who completes the survey received a unique passcode, and a list of passcodes is simultaneously available to campus representatives in the Detailed Web Response report.

Incentives and Confidentiality

The names of the paper survey respondents can be tracked by campus personnel and the names of web respondents can be acquired once during the administration cycle (see “Targeted Follow-Up of Non-Respondents”). A complete list of the names and identifying information of survey respondents can be accessed through the CIRP Web Portal.

Reviewing students’ responses to survey questions on the completed paper questionnaires (other than the names of respondents for tracking purposes) prior to data processing is considered a breach of confidentiality. As such, CIRP Freshman Survey incentives may be structured in a few different ways:

- In a proctored setting, you may choose to give a small token of appreciation to each student who turns in a completed survey. Please note that a student should not be penalized if they opt not to answer certain questions or leave a portion of the survey blank.
- You may establish a “ticket system” for students to be considered for the prize. Under this system, raffle/lottery tickets or a blank entry form would be distributed with the paper surveys. Students taking the survey via the web should be instructed to print the CIRP Freshman Survey “Thank You” page, which they will receive only upon submitting the survey, and fill out identifying information to serve as a “ticket” in a drawing. In both instances, survey instructions should inform students to fill out and submit their “ticket” upon

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completion of the CIRP Freshman Survey questionnaire to a designated location as well as the date of the drawing.

In the case that you create an incentive plan that differs from the above options, we **strongly** encourage you to check with your local IRB or other appropriate campus personnel to review the structure of your incentive program.

Points to Consider for the CIRP Freshman Survey Incentive Program

If you decide to adopt an incentive program for your administration of the CIRP Freshman Survey, please be sure that it conforms to the following guidelines:

- The “Survey Information Sheet” (please see “Administering the Survey” section above) covers the rights of human subjects with respects to all aspects of survey administration **except** incentives. Therefore, if you plan to utilize an incentive for the CIRP Freshman Survey, you **must** add a section to the “Survey Information Sheet.” This section would be titled “Payment for Participation” and would describe, in detail, the incentive program including, the amount that could be won, an estimate of the odds (if you are utilizing a drawing), and how any drawing, or other incentive program, would be conducted.
- The amount or value of the incentive should not be so large as to appear coercive.
- Each institution that decides to conduct a drawing (i.e., raffle or lottery) should first consult applicable state law to determine whether lotteries are legal.
- Please remember that any incentive program may require local IRB approval. We recommend that you check with your institution’s Office for the Protection of Research Subjects as soon as you have made a decision regarding your incentive program.
- Incentives for survey participation must be designed in a manner that maintains the voluntary nature of the survey.

Additional (Local) Questions

At the end of the survey (lower right portion of page 4) is a set of circles for local additional questions (#41 through #60). You may use this space to ask up to **20** additional questions of specific interest to your college. Asking such questions is optional. 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). If you chose to utilize this space, do not forget to include instructions to students concerning how to answer the additional 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

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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 additional questions, we would be happy to review and comment on any of these materials. We would also appreciate receiving a courtesy copy of your additional 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: Client Services Representative.

We urge you to “pilot test” your additional questions with current students. Many campuses find that entering freshmen often interpret questions differently than the institution intended.

Asking Additional 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):

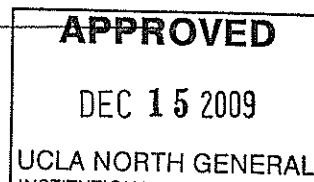
*information related to sexual attitudes/preferences/practices; information relating to the use of alcohol, drugs or other addictive products; information pertaining to illegal conduct; information that, if released, might be damaging to an individual’s financial standing, employability, or reputation within the community or might lead to social stigmatization or discrimination; information pertaining to an individual’s psychological well-being or mental health;*³

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 Confidentiality⁴, 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

³ <http://grants1.nih.gov/grants/policy/coc/faqs.htm>

⁴ <http://grants.nih.gov/grants/policy/coc/>

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Certificate of Confidentiality that your institution will obtain.⁵ 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 address a substance abuse problem, providing an address and phone number. You will need to modify or provide an addendum to the “Survey 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

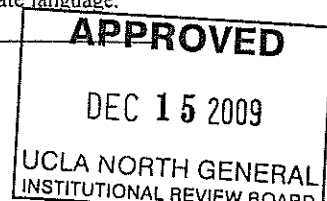
In some states, the law requires researchers to disclose information they have concerning suicidal ideation, child abuse and elder abuse to appropriate third parties. Thus, questions surrounding these areas are not just sensitive but require institutions to break subject confidentiality in order to protect 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 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 about 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 additional 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.

⁵ 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]

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Administering Your Additional Questions

If you choose to utilize additional questions, the text for these items will need to be included in the CIRP Freshman Survey administration plan at your institution.

If you are conducting a **paper survey**, you will need to include a sheet with the additional questions with the CIRP Freshman Survey.

If you are conducting a **web survey**, and have opted for the integrated additional questions, you will be able to submit the additional questions via the CIRP Web Portal so that they can be incorporated into the existing survey.

If you have *not* opted for the additional questions to be integrated into your web survey, you may list the additional questions in the email invitation that you send to students or include them in a Word document that you attach to the invitation email. Alternatively, you may wish to create a web site that contains the text for your additional questions and include a link to the URL in the invitation email.

Whichever method you choose to administer your additional questions, please remember to add instructions that explain the additional questions.

In addition to drafting, pilot testing, and incorporating your additional questions into the administration of the CIRP Freshman Survey, it is also important to consult with your local Institutional Review Board (IRB). Your campus may require you to submit these additional items for their review and approval. If your campus believes an additional question to be of a sensitive nature, you must submit that question to HERI for our consideration one month before administration.

Returning Surveys for Processing

While web surveys are submitted directly to our data processing center, your institution is responsible for sending the paper forms to the center.

1. Paper questionnaires **must not be folded** when shipped to our processing center. If you have folded the questionnaires in order to mail them to respondents, please unfold and flatten them.
2. **Remove** any staples, paperclips, papers or other extra items attached before shipping your surveys to our processing center.
3. Completed questionnaires must be packed flat, smooth, with Page 1 facing up and oriented in the same direction.

If extra handling is needed to ready the surveys for processing, we will pass the extra charge on to you.

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If possible, return the questionnaires in a batch, rather than singly. If your campus plans to administer the CIRP Freshman Survey by mail or in a proctored setting, students must return the individual surveys **to you** (where they can be collected and bundled for shipment to our processing center).

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).

Return all completed questionnaires and the “Shipping Form” in the provided self-addressed box(es) to the HERI Processing Center:

Please complete and return the “Shipping Form” at the top of the stack of forms in Box 1 of your shipment. This form allows us to quickly address any discrepancies between the number of forms you believe you have sent and what actually arrives at our processing center.

TFS Survey Returns
 HERI Processing Center
 c/o Data Recognition Corporation (DRC)
 Attn: Survey Operations
 7303 Boone Ave., North
 Brooklyn Park, MN 55428

**REMEMBER: PLEASE DO NOT RETURN THE QUESTIONNAIRES DIRECTLY TO UCLA!!!
 IF YOU DO, THEY WILL NOT BE FORWARDED FOR PROCESSING UNTIL A SHIPPING ACCOUNT
 NUMBER (E.G., FEDEX OR UPS) IS PROVIDED BY YOUR INSTITUTION**

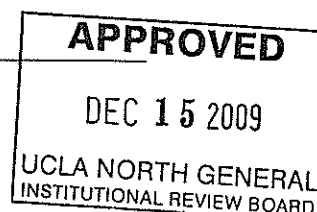
We ask that you use some traceable form of parcel delivery such as United Parcel Service (UPS), FedEx, Airborne, or Emery to ship the surveys to the processing center. We strongly recommend that you do not use the U.S. Postal Service. If you ship the surveys in more than one box/package, please indicate this on the shipping label (for example, “Box 1 of 3”).

Surveys must arrive at DRC no later than October 15, 2010—please allow sufficient time for delivery by the deadline.

Administration Report Form (ARF) Online Survey

Upon completion of your administration of the CIRP Freshman Survey, it is critical that you complete an Administration Report Form (ARF). The ARF is a short web-based survey form that inquires about specific institutional information needed to process your completed CIRP Freshman Surveys and to prepare your institutional reports.

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We will be sending you an email with a link to the 2010 Administration Report Form (ARF) Online Survey. The ARF is due by the final processing cut-off date (October 15, 2010). **Please note: We may be unable to process your institution's data until we receive the completed ARF. If we do not receive it by the processing cut-off date, your data may not be included in the comparison groups for the national data and we cannot guarantee that you will receive your deliverables in a timely fashion.**

Reports and Data Files

Your data files will be posted on the CIRP Web Portal as soon as they are available. You cannot have access to these files until you have completed the Research Approval Form and Certification of Use on the CIRP Web Portal.

For paper surveys: your data file (in CSV) format will be available in **three weeks** after your completed questionnaires are received at our processing facility. There are instructions on the CIRP Web Portal as to how to convert this file into an SPSS file for analysis.

For web surveys: your data is processed **each night** the survey is live, and you can access it on an ongoing basis.

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.

In December 2010 all institutions will receive a report, in Excel, summarizing the survey data for the male, female and all respondents. Comparative responses from all institutions participating in the CIRP Freshman Survey will also be included on the report. This will be posted on the CIRP Web Portal for download.

Subgroup Comparisons

You can indicate special groups for comparison by using the breakout group code grids located on the first page of the CIRP Freshman Survey instrument. Located under the marking directions, Group Code A and Group Code B can be used to identify up to 190 unique student subgroups (Group Code A and B can be marked from 01-95). Once the code is entered onto the questionnaire it becomes a permanent part of the student data.

New Data and Reporting Tools

Two new reports are included in your Institutional Profile.

CIRP Constructs are global measures of academic and educational outcomes of interest to institutions: Habits of Mind, Academic Disengagement, Academic Self-Concept, Social Self-

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Concept, Pluralistic Orientation, Social Agency, College Reputation Orientation, and Likelihood of College Involvement. Included in the CIRP Construct reports are: means, standard deviation, statistical significance, effect size and percentiles for your institution and comparison groups. Additionally, scores on each construct have been calculated for each respondent and are included in your dataset.

CIRP Themes are collections of related items groups together for easy access (e.g. Health and Wellness). Included in the Theme reports are: summarized frequencies, means, standard deviation, statistical significance, and effect size for your institution and comparison groups.

Two new reporting packages are available for additional fees. The standard Reporting Package includes the following:

- PowerPoint Executive Summary of your data with two comparison groups
- Extended Comparison Group Report
- On-line data analysis system

The Reporting Plus Package includes all of the above, plus an individual consultation on your institutional results with CIRP Staff (2 hours).

An online data analysis tool is available for an additional fee. This online tool allows you to examine the responses to the survey questions by running frequencies, crosstabs, means, and correlations. You do not need to know a statistical package, just point and click!

An executive summary of your school's CIRP Freshman Survey results is available in a PowerPoint presentation for a low additional fee. This is presentation-ready for your use.

Obtaining Student Data for Local Research

You will be provided with a data file containing the coded 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.

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

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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 Number 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.

Please note the following considerations with respect to students' confidentiality when using the data file:

Permission

- HERI never releases student names in association with survey responses.
- In order to receive an electronic data file, you must certify your compliance with a confidentiality agreement. The Research Approval Form and Certification of Use states that the data will be used solely for statistical analyses and reporting of aggregated information, and not for the investigation of specific individuals. You must complete this form on the CIRP Web Portal, and it must be completed before you can have access to your datafile.

Confidentiality

The CIRP Freshman Survey collects personal identifiers and potentially sensitive demographic data. Student responses to these survey items make it possible to link CIRP Freshman Survey data with data from several sources such as other CIRP surveys (e.g., the YFCY and the College Senior Survey), your campus registrar's office, other nationwide assessment instruments, and local assessment efforts.

Students' right to confidentiality as human research subjects must remain a priority throughout the administration of the CIRP Freshman Survey. Please inform your students that the questionnaires are handled in a confidential and professional manner. Following are some specific points to consider with respect to the confidentiality of CIRP Freshman Survey data:

- Your survey collection procedures and data storage systems must be secure (e.g., locked storage, official representatives as proctors, etc.).
- Viewing student responses to questions on the CIRP Freshman Survey (other than the names of respondents for tracking purposes) prior to data processing is considered a breach of confidentiality. Assure students that no one at your institution will examine individual responses to survey questions.
- Your data file will not include personal identifiers such as name, address, and telephone number, but will include the student ID number, if provided by the student
- HERI does not release identifiable data to other researchers or to other agencies.
- The "Research Approval Form" states that the data will be used solely for statistical analyses and reporting of aggregated information, and not for the investigation of specific individuals.

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Copies of Paper Communications (for **paper only** survey)Initial letter

Subject Line (can be edited)	Freshman Survey Invitation
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	<p>Your college is participating in a national study about incoming college students. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Your school receives very important information about your class from this survey, and we hope you will take the time to complete it.</p> <p>The enclosed questionnaire can be completed in pen (blue or black ink only) or pencil and returned to [<i>institutional contact information</i>] as soon as possible [<i>insert return instructions (i.e., in the enclosed envelope)</i>].</p>
Mandatory Language (cannot be edited)	<p>Your participation in this research is strictly voluntary. Furthermore, your responses (or decision not to respond; you may opt out of the project if you like by not completing the questionnaire) 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 your feedback on 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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project. For more information about your rights as a research subject, please read the enclosed "Survey Information Sheet". If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

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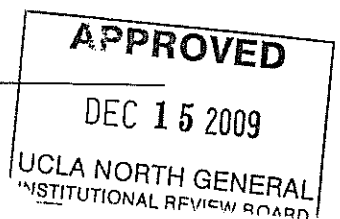
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Reminder letter 1 (for paper only survey)

Subject Line (can be edited)	Freshman Survey reminder
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	<p>Recently, we sent you a request to participate in an important survey about incoming college students conducted by The Higher Education Research Institute (HERI) at UCLA. Please consider adding your opinions and experiences to this important project.</p> <p>The enclosed questionnaire can be completed in pen (blue or black ink only) or pencil and returned to [<i>institutional contact information</i>] as soon as possible [<i>insert return instructions (i.e., in the enclosed envelope)</i>].</p>
Mandatory Language (cannot be edited)	<p>Your participation in this research is strictly voluntary. Furthermore, your responses (or decision not to respond; you may opt out of the project if you like by not completing the questionnaire) 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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project. For more information about your rights as a research subject, please read the enclosed "Survey Information Sheet." If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

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Copies of Paper Communications (for paper survey with a web option)

Initial letter

Subject Line (can be edited)	Freshman Survey Invitation
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	<p>Your college is participating in a national study about incoming college students. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to the impact of college. Your school receives very important information about your class from this survey, and we hope you will take the time to complete it.</p> <p>The enclosed questionnaire can be completed in pen (blue or black ink only) or pencil and returned to [<i>institutional contact information</i>] as soon as possible [<i>insert return instructions (i.e., in the enclosed envelope)</i>].</p>
Mandatory Language (cannot be edited)	<p>You may also complete this survey on the Internet. The website for the survey is: https://www.dracsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX</p> <p>Your participation in this research is strictly voluntary. Furthermore, your responses (or decision not to respond; you may opt out of the 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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project. For more information about your rights as a research subject please read the enclosed "Survey Information Sheet" (or via the survey website). If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

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Reminder letter 1 (for paper survey with a web option)

Subject Line (can be edited)	Freshman Survey reminder
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	<p>Recently we sent you a request to participate in an important survey about incoming college students conducted by The Higher Education Research Institute (HERI) at UCLA. Please consider adding your opinions and experiences to this important project.</p> <p>The enclosed questionnaire can be completed in pen (blue or black ink only) or pencil and returned to [<i>institutional contact information</i>] as soon as possible [<i>insert return instructions (i.e., in the enclosed envelope)</i>].</p>
Mandatory Language (cannot be edited)	<p>You may also complete this survey on the Internet. The website for the survey is: https://www.drcsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX</p> <p>Your participation in this research is strictly voluntary. Furthermore, your responses (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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project. For more information about your rights as a research subject please read the enclosed "Survey Information Sheet" (or via the survey website). If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

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Copies of Email Communications to complete the **web survey**

Initial invitation

Subject Line (can be edited)	Freshman Survey Invitation
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	Your college is participating in a national study about incoming college students. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to the impact of college. Your school receives very important information about your class from this survey, and we hope you will take the time to complete it.
Mandatory Language (cannot be edited)	<p>The website for the survey is: https://www.drscsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX</p> <p>Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.</p> <p>Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the 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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a survey participant). If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

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Reminder email 1 web survey

Subject Line (can be edited)	Freshman Survey reminder
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	Recently we sent you a request to participate in an important survey about incoming college students conducted for [your institution] by The Higher Education Research Institute (HERI) at UCLA. Please consider adding your opinions and experiences to this important project.
Mandatory Language (cannot be edited)	<p>The website for the survey is: https://www.dracsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX</p> <p>Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.</p> <p>Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the project if you like on our website) will not affect your relationship with your school. We ask for your 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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a survey participant). If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

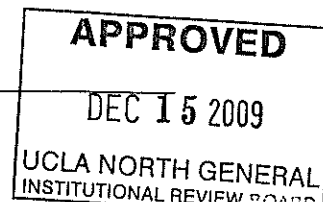
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Reminder email 2 web survey

Subject Line (can be edited)	Freshman Survey Reminder
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	This is a reminder that we are conducting an important survey about incoming college students.
Mandatory Language (cannot be edited)	<p>The website for the survey is: https://www.dracsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX</p> <p>Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.</p> <p>Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the 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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a survey participant). If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

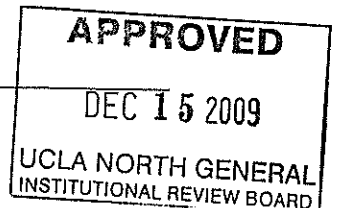
Please contact the Higher Education Research Institute at UCLA
 (310-825-1925 or heri@ucla.edu) with any questions



Reminder email 3 web survey

Subject Line (can be edited)	Final Freshman Survey Reminder
Greeting (cannot be edited)	Dear <student name>
Introduction (can be edited)	This is a final reminder that we are conducting an important survey about incoming college students.
Mandatory Language (cannot be edited)	<p>The website for the survey is: https://www.drcsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX</p> <p>Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.</p> <p>Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the 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.</p> <p>Your completion and submission of the questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a survey participant). If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.</p>
Message Close (can be edited)	<p>Thank you for participating in this important research project.</p> <p>Sincerely,</p> <p>John H. Pryor Director, The CIRP Freshman Survey Higher Education Research Institute</p>

Please contact the Higher Education Research Institute at UCLA
 (310-825-1925 or heri@ucla.edu) with any questions



University of California, Los Angeles
2010 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 conducted by the Higher Education Research Institute (HERI) at the University of California, Los Angeles. This study is designed to determine what happens to students when they attend college. Since 1965, over 15 million students at over 1,900 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 participation in this research study (or decision 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 (if you complete a paper form) or submit it via the Internet (if you complete an on-line form). Most respondents can complete this questionnaire in about 25 minutes, although individual progress will vary by how quickly you move through the questions.

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.

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. Your responses to the survey 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. All your confidential responses in the questionnaire will be returned to your institution for local statistical analysis, except that we will not include your name, address, or phone number in that information. Further, all before receiving student information your institution is required to certify that the data will only be used for research purposes and will not be used to investigate specific individuals. Your student ID # on the form will be returned to your institution in order to facilitate institutional assessment, but again, your institution has pledged not to examine individual responses. If you do not give us permission to release your survey data with identifying information, we will provide your college with non-identifiable data.

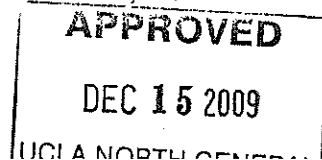
IDENTIFICATION OF INVESTIGATORS

If you have any questions or concerns about the research, please contact the Managing Director of HERI, John H. 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 UCLA Office for Protection of Research Subjects, 11000 Kinross Avenue, Suite 102, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.



**2010 Cooperative Institutional Research Program (CIRP)
Freshman Survey
Research Approval Form and Certification of Research Use**

The UCLA Institutional Review Board (IRB) requires that all participating institutions make the following two certifications before the Higher Education Research Institute (HERI) can release any reports of survey results or raw data files. Please review the certifications below, mark as appropriate, and indicate the name and title of the certifying person:

This institution agrees to participate in the 2010 CIRP Freshman Survey. We understand that HERI's administration guidelines satisfy UCLA's 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 2010 CIRP Freshman Survey.

Please mark the appropriate item:

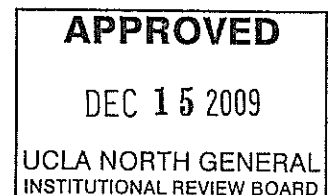
- Local IRB review and approval was required on our campus
- Local IRB review was not required on our campus.

Because HERI now provides access to your raw data files for analysis on or download from the CIRP Web Portal, the UCLA IRB requires that you agree to the following Certification of Research Use.

HERI provides data files to assist institutional research activities. By receiving this data file, we 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 affirming this agreement, we 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. We also give assurance that no survey respondent will be sanctioned based on any answer provided in the 2009 CIRP Freshman Survey instrument.

Name of Certifying Person

Title



**SUGGESTED TEXT FOR THE PAPER INVITATION
INSTITUTIONAL COVER LETTER**
[On institutional letterhead]

Summer/Fall 2010

Dear [student name]:

Your college is participating in a national study about incoming college students. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Your school receives very important information about your class from this survey, and we hope you will take the time to complete it.

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

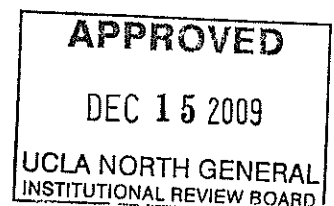
Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the project if you like by not completing the questionnaire) will not affect your relationship with your school. We ask for your ID number, name and address so that the 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 questionnaire indicate your consent to participate in the project. For more information about your rights as a research subject please read the enclosed "Survey Information Sheet." **If you have questions about your rights as a research subject, you may contact the 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 CIRP Freshman Survey
Higher Education Research Institute



**SUGGESTED TEXT FOR THE PAPER REMINDER
INSTITUTIONAL COVER LETTER**

[On institutional letterhead]

Summer/Fall 2010

Dear *[student name]*:

Recently, we sent you a request to participate in an important survey about incoming college students conducted by The Higher Education Research Institute (HERI) at UCLA. Please consider adding your opinions and experiences to this important project.

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

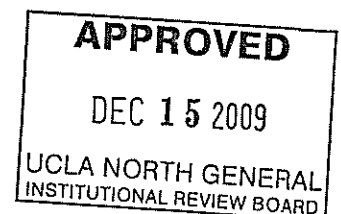
Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the project if you like by not completing the questionnaire) will not affect your relationship with your school. We ask for your ID number, name and address so that the 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.**

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Thank you for participating in this important research project.

Sincerely,

John H. Pryor
Director, The CIRP Freshman Survey
Higher Education Research Institute



**SUGGESTED TEXT FOR THE PAPER/WEB INVITATION
INSTITUTIONAL COVER LETTER**

[On institutional letterhead]

Summer/Fall 2010

Dear *[student name]*:

Your college is participating in a national study about incoming college students. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Your school receives very important information about your class from this survey, and we hope you will take the time to complete it.

The enclosed questionnaire can be completed in pen (blue or black ink only) 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.drcsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXX>

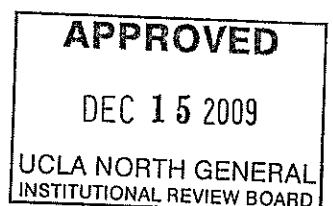
Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the project if you like on our website) will not affect your relationship with your school. We ask for your ID number, name and address so that the researchers at UCLA 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 questionnaire indicate your consent to participate in the project. For more information about your rights as a research subject please read the enclosed "Survey Information Sheet" (or via 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 CIRP Freshman Survey
Higher Education Research Institute



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

Summer/Fall 2010

Dear [name of student]:

Recently, we sent you a request to participate in an important survey about incoming college students conducted by the Higher Education Research Institute (HERI) at UCLA. Please consider adding your opinions and experiences to this important project.

The enclosed questionnaire can be completed in pen (blue or black ink only) 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.dracsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXX>

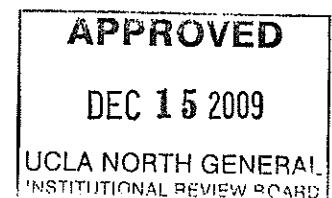
Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of this project if you like on our website) will not affect your relationship with your school. We ask for your ID number, name and address so that the researchers at UCLA 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 enclosed "Survey Information Sheet" (or via the link on the survey website). **If you have questions about your rights as a research subject, you may contact the 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 CIRP Freshman Survey
Higher Education Research Institute



GENERIC TEXT FOR THE EMAIL INVITATION

Email Subject: Freshman Survey Invitation

Dear [*student name*]:

Your college is participating in a national study about incoming college students. Conducted by the Higher Education Research Institute (HERI) at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Your school receives very important information about your class from this survey, and we hope you will take the time to complete it.

The website for the survey is:

<https://www.dracsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX>

Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.

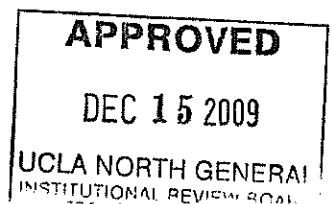
Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the project if you like on our website) will not affect your relationship with your school. We ask for your ID number, name and address so that the researchers at UCLA 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 questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a research subject). 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 CIRP Freshman Survey
Higher Education Research Institute



GENERIC TEXT FOR THE EMAIL REMINDER 1

Email Subject: Freshman Survey Reminder

Dear [*student name*]:

Recently we sent you a request to participate in an important survey of about incoming college students conducted for [*your institution*] by the Higher Education Research Institute (HERI) at UCLA. Please consider adding your opinions and experiences to this important project.

The website for the survey is:

<https://www.drcsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX>

Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.

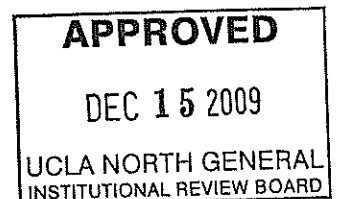
Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the project if you like on our website) will not affect your relationship with your school. We ask for your ID number, name and address so that the researchers at UCLA 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 questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a research subject). 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 CIRP Freshman Survey
Higher Education Research Institute



CIRP Freshman Survey Institutional Cover Letter(s): Web Only Invitation & Reminders

GENERIC TEXT FOR THE EMAIL REMINDER 2

Email Subject: Freshman Survey Reminder

Dear [*student name*]:

This is a reminder that we are conducting an important survey about incoming college students.

The website for the survey is:

<https://www.dracsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX>

Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.

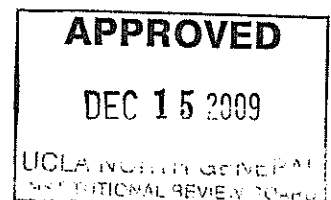
Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the project if you like on our website) will not affect your relationship with your school. We ask for your ID number, name and address so that the researchers at UCLA 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 questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a research subject). 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 CIRP Freshman Survey
Higher Education Research Institute



GENERIC TEXT FOR THE EMAIL REMINDER 3

Email Subject: Final Freshman Survey Reminder

Dear [*student name*]:

This is a final reminder that we are conducting an important survey about incoming college students.

The website for the survey is:

<https://www.dracsurveys.com/CIRPFreshmanSurvey/et.aspx?Logon=XXXXXXXX>

Simply click on this address to go directly to the survey. If this does not work, "copy and paste" this address into the address bar of your Internet Browser.

Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond; you may opt out of the 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 questionnaire indicate your consent to participate in the project (please read the "Survey Information Sheet" on the survey website for more information about your rights as a research participant). 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 CIRP Freshman Survey
Higher Education Research Institute

APPROVED

DEC 15 2009

UCLA NORTH GENERAL
INSTITUTIONAL REVIEW BOARD

“WELCOME” SCREEN TEXT FOR CIRP FRESHMAN WEB-BASED SURVEY

Dear Student:

Welcome to the CIRP Freshman Survey co-sponsored by your institution and by the Higher Education Research Institute at UCLA, a national organization that has conducted research on the college student experience for 40 years.

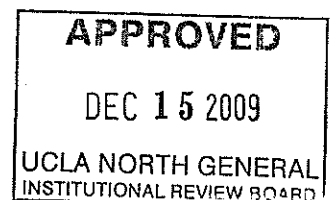
Thank you for your participation. Your opinion and feedback matter!

Completing the Survey

- Click “Next Page” when you have completed a page of the survey.
- If you are unable to complete the survey in one sitting, click “Save and Return Later.” When you return to complete the survey, enter your Logon ID. You will be able to continue from the last question you answered.
- To review a question from a previous page, click “Previous Page.”

Click “Opt Out” to remove your name from our mailing list.

Click “Take me to the Survey” to continue with the survey.



Your First College Survey

Sponsored by the Higher Education Research Institute and
HERI



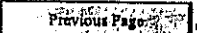


Dear Student:

Welcome to the Your First College Year Survey, co-sponsored by your institution and by the Higher Education Research Institute at UCLA, a national organization that has conducted research on the college student experience for over 40 years.

Thank you for your participation. Your opinion and feedback matter!

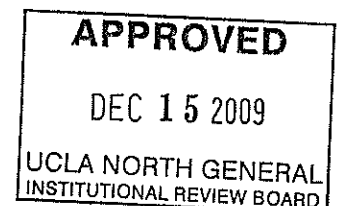
Completing the Survey

- Click  when you have completed a page of the survey.
- If you are unable to complete the survey in one sitting, click . When you return to complete the survey, enter your Logon ID. You will be able to continue from the last question you answered.
- To review a question from a previous page, click .

Click "Opt Out" to remove your name from our mailing list.



Click "Take me to the survey" to continue with the survey.



"THANK YOU" SCREEN TEXT FOR WEB-BASED CIRP FRESHMAN SURVEY

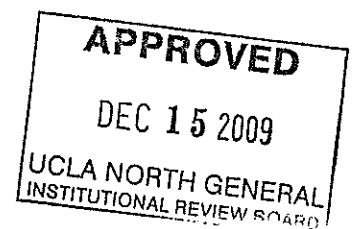
Generic Text:

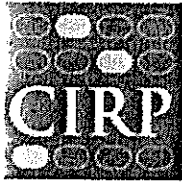
Thank you for providing feedback about your college experience.

The following cannot be altered on the Thank you page:

Your survey results have been received.

To ensure the privacy of your information, YOU SHOULD CLOSE YOUR BROWSER.
You can close your browser by choosing File/Close or File/Exit from this window's menu.





CIRP The Freshman Survey (TFS) Administration Checklist

Before the questionnaires arrive

- Complete and return Research Approval Form (done online via CIRP Web Portal)
- Create a '2010 CIRP Freshman Survey' file for these materials and your records
- Download and review the CIRP Freshman 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; www.heri.ucla.edu
- Develop plans to administer the survey to first-year students

<i>If survey to be administered in person:</i>	<i>If survey to be administered by mail:</i>	<i>If survey to be administered over the web:</i>
1. Administration date(s) and time(s)	1. Mailing labels	1. Student distribution list
2. Administration location(s)	2. Envelopes (preferably 9x12)	2. Email distribution text
3. Proctors	3. Postage stamps or access to postage meter/mailroom	
4. Pencils if needed	4. Return envelopes (preferably 9x12, pre-stamped or metered)	
5. Special options materials (Additional questions, Group code instructions, etc.)	5. Special options materials	

When the questionnaires arrive

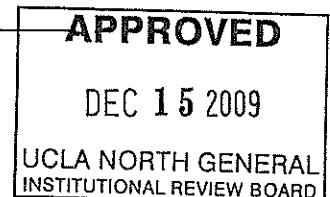
- Count to ensure there are a sufficient number of questionnaires
If there are not, contact our survey operations center at (866) 461-2332.
- Save the "return" shipping box(es)
Questionnaires will arrive double boxed. The inner box will be pre-addressed. Use this to return the completed questionnaires to our processing center, in Brooklyn Park, MN.
- Review the CIRP Freshman Survey Administration Guidelines
- Check that materials/plans/proctors are prepared
- Administer the survey

After the questionnaires have been completed

- Review and complete the 2009 CIRP Freshman Survey Shipping Form
- Package the questionnaires following the instructions on the Shipping 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 8, 2010.
- Receive email from HERI about availability of Administrative Report Form (online)
- Complete Administrative Report Form (ARF) online

After the questionnaires have been processed

- Download your copy of your institutional report & data file in December 2010.
- Receive *The American Freshman: National Norms for Fall 2010* in mid-January 2010.



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

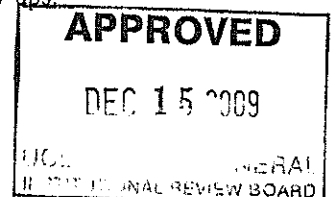
Failure to give this instruction to students may result in the students entering no identifier at all, or different students entering different identifiers. Either of these outcomes would reduce the long-term value you can derive from the results of the survey.

PLEASE NOTE AN IMPORTANT CHANGE TO THE IDENTIFIER FIELD ON THE SURVEY INSTRUMENTS

In previous surveys, the student "gridded" his/her student identifier on the instrument. This "grid" allowed for no more than nine characters, all numeric. In recognition of the fact that many institutions use letters in their student identifiers, we have changed the field to allow for up to 13 characters of any type to be printed on the instrument – one character per box. The Student ID # is located directly below the name and address fields at the top of the instrument. **IF YOUR STUDENT IDENTIFIER IS LESS THAN 13 CHARACTERS LONG, PLEASE INSTRUCT STUDENTS TO ENTER THEIR IDENTIFIERS STARTING WITH THE LEFTMOST BOX, LEAVING ANY UNUSED BOXES BLANK.**

* 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.



2010 Freshman Survey Administration Report Form (ARF)

1. Please provide your institutional information:

Name of Institution
ACE Code (if unsure, please leave blank)
City
State

2. Please provide contact information for the CIRP Freshman Survey representative at your campus:

First Name
Last Name
Title/Position
Phone
Email

~~~~Page break~~~~

3. What is the total number of first-time, full-time freshmen enrolled at your institution for fall 2010? Please note that these counts reflect all of your first-time, full-time freshmen, not only those who were surveyed.

Total  
Men  
Women

~~~~Page break~~~~

4. What method of administration did you use for the 2010 CIRP Freshman Survey?

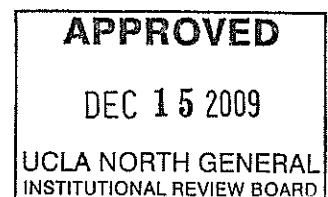
Paper Only
Web Only
Paper & Web

~~~~Page break~~~~

5. What population of students did you target with the CIRP Freshman Survey?  
(*Select all that apply*)

- First-time, full-time freshmen
- Any entering students
- Other, please specify

If "Other," please specify:



5a. Did you target all of the students identified in #5?

Yes

No

5b. How many students did you attempt to survey?

~~~~Page break (branching: If yes, go to Q6, If no: )~~~~

If "no":

5c. Please indicate the sampling strategy you employed in the administration of the survey:

(Select one)

- Random sample of students
- Targeted sample: students enrolled in a course or set of courses
- Targeted sample: students in a specific academic program or major
- Other, please specify

If "Other," please specify:

~~~~Page break (branching: If random sample of students, go below, all else go to Q6)~~~~

*If "Random sample of students":*

5d. What percentage of students did you survey?

5e. What kind of random selection process did you use (ex. Simple random sample, stratified random sample, etc.)?

~~~~Page break~~~~

6. How did you administer the CIRP Freshman Survey?

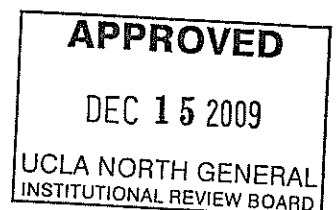
(Select one)

- In a proctored group
- Through the mail
- Through e-mail
- Individually (but not mailed)
- Some combination of the above methods
- Other

~~~~Page break (branching)~~~~

*If selected "In a proctored group":*

6a. Did you administer the CIRP Freshman Survey to students in:



*(Select one)*

- A single proctored group
- Two or more proctored groups

6b. Did these proctored sessions take place:

*(Select all that apply)*

- In orientation session(s)
- In class session(s)
- During matriculation exercises
- In residence halls
- In conjunction with student advising
- As part of an Assessment or Testing Day
- During a stand-alone, scheduled survey time
- Other

Other, please specify:

~~~~Page break (go to Q7)~~~~

If selected "Through the mail":

6a. Did you mail each student their survey:

(Select one)

- By itself (with no other materials)
- With registration-related materials (e.g., Registration packet)
- With non-registration-related materials

6b. Did you include a letter or other materials introducing or explaining the purpose of the survey?

- Yes
- No

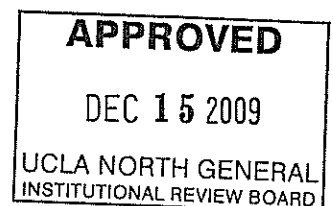
If yes, please describe:

6c. How many surveys were returned due to **undeliverable** postal addresses?

6d. When did you send the first survey mailing to students? (Mo, Day)

6e. Did you send any reminders about the survey?

- Yes
- No



~~~~Page break (branching—if Yes, go to 6f, if no, go to Q7)~~~~

6f. How many reminders did you mail to students?

6g. When did you send the reminders (Please list the dates of all mailings)

6h. Did you mail a second survey instrument with any of your reminders?

-Yes

-No

~~~~Page break (go to Q7)~~~~

If Selected "Through e-mail"

6a. Did you utilize HERI'S web-based e-mail distribution system?

-Yes

-No, we handled the e-mail distribution ourselves

~~~~Page break (branching—if Yes, go to 6c, if no, go to 6b)~~~~

6b. In your e-mail, how did you introduce or explain the purpose of the survey?

~~~~Page break (no branching)~~~~

6c. How many e-mail invitations were **undeliverable** due to bad e-mail addresses?

6d. When did you send the first e-mail inviting students to take the survey (Mo, Day)

6e. Did you send any reminders about the survey?

-Yes

-No

~~~~Page break (branching—if Yes, below, if no, go to Q7)~~~~

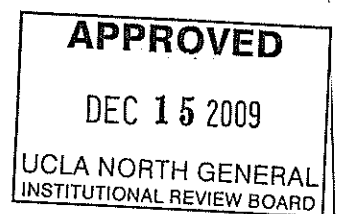
6f. How many reminders did you send to students?

6g. When did you send the reminders? (Please list the dates of all reminders)

~~~~Page break (go to Q7)~~~~

If selected "Individually," "Some combination of the above," or "Other":

6a. Please describe how you administered the survey:



~~~~Page break (go to Q7)~~~~

7. Please describe any challenges you faced during administration of the 2010 CIRP Freshman Survey.

~~~~Page break~~~~

8. Did you use any incentives to encourage students to take the CIRP Freshman Survey?

-Yes

-No

~~~~Page break (branching: if yes, below, if no, go to Q9)~~~~

*If "Yes":*

8a. What incentives did you use?

*(Select all that apply)*

-Entry into a raffle/drawing

-Food

-Gift Certificate

-Coupon/Discount for campus or local vendors

-Cash

- Other, please specify

If "Other," please specify:

8b. Do you feel that this incentive plan was successful?

-Yes

-No

8c. Additional comments on incentive plan:

~~~~Page break~~~~

9. Did you use any marketing strategies when administering the CIRP Freshman Survey?

-Yes

-No

~~~~Page break (branching - if yes, go to Q9a, if no, Q10)~~~~

*If "Yes":*

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9a. What types of marketing strategies did you use?

*(Select all that apply)*

- Advanced notification by mail
- Advanced notification by e-mail
- Personal contact by faculty/residence hall staff/student representatives
- Postcard reminders
- Email reminders
- Student newspaper announcements
- Postings on campus or student website(s)
- Other, please specify

If "Other," please specify:

9b. Do you feel that this marketing plan was successful?

- Yes
- No

9c. Additional comments on marketing plan:

~~~~Page break~~~~

10. What type of ID number did you ask students to provide?

- Campus ID
- Social Security Number
- Other, please specify

If "Other," please specify:

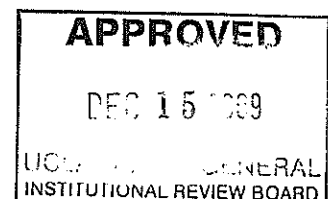
~~~~Page break~~~~

10. Please provide any general comments or describe any special challenges that were encountered during the administration of the CIRP Freshman Survey (if any).

11. Have you purchased any of the following reporting or data services?

*(Select all that apply)*

- PowerPoint presentation of your institutional results
- Peer Group report
- Group Code report
- Report on Spreadsheet with Extra Comparison groups



12. How do you plan on using your CIRP Freshman Survey reports?

13. If you have any other comments about the CIRP Freshman Survey, please list them here.  
Thank you for your support of this research program.

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### Data Services: Annual Survey Report Order Form

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|---------------|-------------------|--------------|--------------|
| First Name    | Heri              | Last Name    | Data         |
| Title         | p/a               | Organization | UCLA         |
| Address 1     | moore             | Address 2    | hall         |
| City          | los angeles       | State        | CALIFORNIA   |
| Zip           | 90095             | Phone Number | 310-555-5555 |
| Email Address | heridata@ucla.edu |              |              |

required fields:

|             |                             |             |      |
|-------------|-----------------------------|-------------|------|
| Survey Name | College Senior Survey (CSS) | Survey Year | 2009 |
|-------------|-----------------------------|-------------|------|

Please select the population

- Graduating Seniors
- All Responses

The Annual Survey report includes three groups (i.e., My Institution, Peer Group, and/or Comparison Group). The first group selected will be compared to the following two groups.

|         |                  |
|---------|------------------|
| Group 1 | My Institution   |
| Group 2 | Comparison Group |
| Group 3 | Peer Group       |

|                                                                               |                                                                         |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>My Institution</b>                                                         |                                                                         |
| Institution                                                                   | California State University-San Marcos (San Marcos,CA)                  |
| <b>Comparison Group</b>                                                       |                                                                         |
| <b>Group 1</b>                                                                |                                                                         |
| <input checked="" type="checkbox"/> Public Universities                       | <input type="checkbox"/> Private Universities                           |
| <input type="checkbox"/> Public 4-year Colleges                               | <input type="checkbox"/> Private/Nonsectarian Colleges                  |
| <input type="checkbox"/> Catholic 4-year Colleges                             | <input type="checkbox"/> Other Religious 4-year Colleges                |
| <b>Group 2</b>                                                                |                                                                         |
| <input type="checkbox"/> Public/Private Universities & Public 4-year Colleges | <input type="checkbox"/> Private/Nonsectarian/Religious 4-year Colleges |
| <b>Group 3</b>                                                                |                                                                         |
| <input type="checkbox"/> All Baccalaureate Institutions                       |                                                                         |

|                                                  |
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Peer Group

Select 5 or more institutions.

Only schools with 50 or more total respondents are listed below

|                |                                                                              |
|----------------|------------------------------------------------------------------------------|
| Institution 1  | California Baptist University (Riverside,CA)                                 |
| Institution 2  | California Polytechnic State University-San Luis Obispo (San Luis Obispo,CA) |
| Institution 3  | California State Polytechnic University-Pomona (Pomona,CA)                   |
| Institution 4  | Harvey Mudd College (Claremont,CA)                                           |
| Institution 5  | Mount St Mary's College (Los Angeles,CA)                                     |
| Institution 6  |                                                                              |
| Institution 7  |                                                                              |
| Institution 8  |                                                                              |
| Institution 9  |                                                                              |
| Institution 10 |                                                                              |

Add another institution

continue

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**Subject:** TFS Constructs Status

**From:** Linda DeAngelo <lindade@ucla.edu>

**Date:** Mon, 28 Sep 2009 14:35:29 -0700

**To:** "John H. Pryor" <john.pryor@ucla.edu>, Serge Tran <serge.tran@ucla.edu>, Laura Palucki Blake <lpblake@ucla.edu>

**CC:** Jessica Sharkness <jessica.sharkness@gmail.com>

All:

Here is the current status as of today on the TFS Constructs

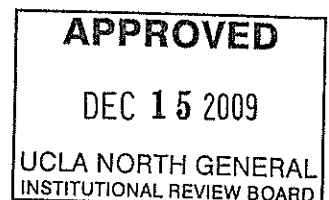
Habits of Mind - completed, including parameters for scoring  
Pluralistic Orientation - completed, including parameters for scoring  
Social Agency - completed, including parameters for scoring  
Likelihood of College Involvement - completed, including parameters for scoring (*Serge this is the weighting construct which we are now going to use as a TFS Construct also*)  
Choose College for Academic Reputation - completed, Jessica will check that parameters are completed and create parameters if needed. (*Please note that we are considering a name change for this construct if a better name can be found*)  
Social Self-Confidence - Jessica is building this construct, parameters will be forthcoming  
Academic Self-Confidence - Jessica is building this construct, parameters will be forthcoming  
Going to College for Liberal Education - (*This is the construct we are going to attempt to create based on the 2009 preliminary data that Serge will make available to Jessica*)  
Views - Jessica and I need to get together and discuss if we can make a construct from the views.

Linda

--

Linda DeAngelo, PhD  
CIRP Assistant Director for Research  
Higher Education Research Institute  
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Los Angeles, CA 90095-1521  
Phone: 310-206-1433  
Fax: 310-206-2228

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| City          | los angeles       | State        | CALIFORNIA   |
| Zip           | 90095             | Phone Number | 310-555-5555 |
| Email Address | heridata@ucla.edu |              |              |

Required fields

|             |                             |             |      |
|-------------|-----------------------------|-------------|------|
| Survey Name | College Senior Survey (CSS) | Survey Year | 2009 |
|-------------|-----------------------------|-------------|------|

Please select the population

- Graduating Seniors
- All Responses

The Annual Survey report includes three groups (i.e., My Institution, Peer Group, and/or Comparison Group). The first group selected will be compared to the following two groups.

|         |                  |
|---------|------------------|
| Group 1 | My Institution   |
| Group 2 | Comparison Group |
| Group 3 | Peer Group       |

|                                                                               |                                                                         |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>My Institution</b>                                                         |                                                                         |
| Institution                                                                   | California State University-San Marcos (San Marcos,CA)                  |
| <b>Comparison Group</b>                                                       |                                                                         |
| <b>Group 1</b>                                                                |                                                                         |
| <input checked="" type="checkbox"/> Public Universities                       | <input type="checkbox"/> Private Universities                           |
| <input type="checkbox"/> Public 4-year Colleges                               | <input type="checkbox"/> Private/Nonsectarian Colleges                  |
| <input type="checkbox"/> Catholic 4-year Colleges                             | <input type="checkbox"/> Other Religious 4-year Colleges                |
| <b>Group 2</b>                                                                |                                                                         |
| <input type="checkbox"/> Public/Private Universities & Public 4-year Colleges | <input type="checkbox"/> Private/Nonsectarian/Religious 4-year Colleges |
| <b>Group 3</b>                                                                |                                                                         |
| <input type="checkbox"/> All Baccalaureate Institutions                       |                                                                         |

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**Peer Group**

Select 5 or more institutions.

Only schools with 50 or more total respondents are listed below

|                |                                                                              |
|----------------|------------------------------------------------------------------------------|
| Institution 1  | California Baptist University (Riverside,CA)                                 |
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| Institution 3  | California State Polytechnic University-Pomona (Pomona,CA)                   |
| Institution 4  | Harvey Mudd College (Claremont,CA)                                           |
| Institution 5  | Mount St Mary's College (Los Angeles,CA)                                     |
| Institution 6  |                                                                              |
| Institution 7  |                                                                              |
| Institution 8  |                                                                              |
| Institution 9  |                                                                              |
| Institution 10 |                                                                              |

Add another institution

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### Data Services: Comparison Group Order Form

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| City          | los angeles        | State        | CALIFORNIA   |
| Zip           | 90095              | Phone Number | 310-555-5555 |
| Email Address | heridata@gmail.com |              |              |

required fields

|             |                             |             |      |
|-------------|-----------------------------|-------------|------|
| Survey Name | College Senior Survey (CSS) | Survey Year | 2009 |
|-------------|-----------------------------|-------------|------|

Please select the population

- Graduating Seniors
- All Responses

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### Data Services: Data File Order Form

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| First Name    | Heri               | Last Name    | Data         |
| Title         | p/a                | Organization | UCLA         |
| Address 1     | moore              | Address 2    | hall         |
| City          | los angeles        | State        | CALIFORNIA   |
| Zip           | 90095              |              |              |
| Email Address | heridata@gmail.com | Phone Number | 310-555-5555 |

Required fields:

|             |                              |             |      |
|-------------|------------------------------|-------------|------|
| Survey Name | The Freshman Survey (TFS)    | Survey Year | 2006 |
| Institution | Art Center College of Design |             |      |

Data File Format  
 SPSS (.sav)

#### 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, I 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, I 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. I also give assurance that no survey respondent will be sanctioned based on any answer provided in the Survey Instrument. I understand that typing my name and title in the following fields constitutes my electronic signature in agreement to the conditions above.

Electronic Signature of Certifying Official:

Title:

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## CUSTOM REPORTS AND DATA FILES

The Cooperative Institutional Research Project (CIRP) housed in the Higher Education Research Institute (HERI) at UCLA is the longest-running and largest longitudinal study of the American higher education system with data on over 13.7 million students at 1,700+ institutions spanning the last 43 years. In addition to its annual reports and publications, CIRP offers participating institutions, non-participating institutions, and other researchers the ability to order Custom Reports and Data Files to meet their particular needs. Custom Reports and Data Files are available for all CIRP survey:

- The Freshman Survey (TFS) – including the longitudinal Trends Report
- Your First College Year Survey (YFCY)
- College Senior Survey (CSS)
- The Faculty Survey (FAC)

Custom Reports are delivered as a Microsoft Excel file with the exception of the PowerPoint Executive Summary Report. Reports contain aggregated data for an individual institution, a peer group, or a comparison group. Only participating institutions may order reports for their institution. In order to maintain institutional privacy, peer group reports contain aggregated data from a minimum of five institutions. For those who are interested in ordering reports based on HERI defined comparison groups, please click here for a list of comparison associated with each survey.

Note that the prices listed below are for participating institutions and all orders are sent to the CIRP representative at that institution. Non-participating institutions (i.e., outside researchers who have not paid the survey participation and processing fees) should contact Serge Tran at (310) 825-1925 for more information.

### PowerPoint Executive Summary Report

TFS YFCY CSS FAC

Please click on a survey for a copy of the National Executive Summary Report

PowerPoint Executive Summary Reports contain graphical representation of select survey results. Users are able to edit all graphs and tables. These reports are available for surveys from 2007 forwards. From 2009, PowerPoint reports are available as a single-group report or a double-group report. A double-group report compares data for two groups per slide. For example, each slide may show data for My Institution-Comparison Group or a Peer Group-Comparison Group.

Cost: \$50 Click here to order online

### Annual Survey Report

TFS YFCY CSS FAC

Please click on a survey for a sample report

The Annual Survey Report contains the aggregated results in a Microsoft Excel table format which users can conveniently convert to charts and graphs. Participating institutions receive the Annual Survey Report with two comparison groups as part of the participation fee. The report is comprised of the following sub-reports:

1. Annual Profile – provides the responses to the entire survey
2. CIRP Construct – provides the construct score for the CIRP Construct
3. CIRP Theme – combines relevant survey items into specific areas of interest
4. Longitudinal Profile – contains the aggregated results for questions that were asked in The Freshmen Survey and Your First College Year Survey (TFS/YFCY) or in The Freshmen Survey and the College Senior Survey (TFS/CSS). This report compares students' YFCY or CSS responses to their responses to The Freshmen Survey.

The Annual Survey report includes three groups (i.e., My Institution, Peer Group, and/or Comparison Group). The first group selected will be compared to the following two groups. For example, the report may be ordered to include My Institution, Peer Group, and Comparison Group. The first group, My Institution, will be compared to the Peer Group and to the Comparison Group. Note that the Longitudinal Profile report will not be included for the Freshman Survey or if ordered for a peer group.

Reports prior to the most current administration may be ordered as a Special Report (see description below).

Cost: \$125 Click here to order online

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**Group Code Report**

The **Group Code Report** is only available to participating institutions that used the group code option for their survey. Participating institutions may order a Group Code Report which is similar to their Annual Survey Report but limited to each group code specified by the institution. The Group Code Report does not include the comparison groups.

Cost: \$125 [Click here to order online](#)

**Comparison Group Report**

TFS YFCY CSS FAC

Please click on a survey for a sample report

The **Comparison Group Report** shows the responses to the survey based on HERI's stratification cell structure. The report includes results for all comparison groups. For a list of comparison groups associated with each survey, please [click here](#).

Cost: \$125 [Click here to order online](#)

**Reporting Packages**

The Reporting Package offers participating institutions the .... [Laura/John to add blurb](#)

**Reporting Package One**

PowerPoint Report  
Comparison Group Report  
On-line Data Analysis  
Cost: \$250 (\$25 savings)

**Reporting Package Two (\$25 savings)**

PowerPoint Report  
Comparison Group Report  
On-line Data Analysis  
Personal Consultation (2 hours)  
Cost: \$450 (\$25 savings)

Please contact Laura Palucki Blake at HERI (310) 825-1925 for more information.

**Annual Survey Data File**

From 2007 onwards, participating institutions receive their institution's Annual Survey Data File as part of the participation fee. Data files from 2006 and earlier are available to order. Participating institutions who wish to order multiple years of data files should consider ordering a trends data file (see below) which conveniently merges responses to over 300 commonly asked questions since 1971. Outside researcher please refer to HERI's Data Access Policy.

Cost: \$150 [Click here to order online](#)

**The Freshmen Survey  
Trends Report and Trends Data File**

TFS Trends Report

Please click above for a sample trends report

The American Freshmen Forty Year Trends (1966-2006), describes the dramatic national changes that have occurred in college freshmen since CIRP was initiated. For the most up to date trend information, CIRP offers The Freshmen Survey Trends Report and Trends Data File. The trends report and trends data file solve the daunting task of merging the annual Freshmen Survey reports and data files that change from year to year. The trends report and trends data file contain responses to over 300 commonly asked questions from the Freshmen Survey since 1971. The trends report contains separate results for men, women and all respondents. The trends data file is available only to participating institutions with data for their institution only. Outside researcher please refer to HERI's Data Access Policy. For a list of questions included in the trends report and data file, [click here](#).

**TFS Trends Report** [Click here to order online](#)

\$350 (optional \$50 per additional comparison group)  
\$75 per update within five years

**TFS Trends Data File** [Click here to order online](#)

\$500  
\$75 per update within five years

**Consortium Report and Data File**

HERI welcomes consortia participation in our surveys. A consortia that coordinates its member participation has the advantage of creating a distinct peer group who may choose to answer up to 20 common-questions specific to that consortium. At the end of the survey, a consortium may order a consortium report and/or data file. Data files are released to the consortium with prior written permission from each member institution.

Cost:

Report only: Free prior to registration, \$125 thereafter  
Report and Data file: \$300 plus \$25 per institution

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[an at HERI \(310\) 825-1925 for more information.](#)

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#### Data Merge

The **Data Merge** service allows participating institutions to merge their data files (transcript records, registrar records, results from locally administered surveys, etc.) with the student's response to a CIRP survey without compromising respondents' wishes for anonymity. Institutions would provide CIRP with their data file that contains the student's identifying information (name, identification number, date of birth, email, and/or gender) and any other data they wish to include in the merged file. CIRP would merge the institution's information with the survey data based on student's identifying information. Before returning the merged file to the institution, CIRP will delete all identifying information.

Cost: Cost: \$250 per survey/year, \$25 per additional year

Please contact Serge Tran at HERI (310) 825-1925 for more information.

#### Special Reports

HERI can produce **Special Reports** based on virtually any variable or combination of items found in the CIRP surveys. For instance, reports can be created to compare survey responses by the type of high school a student attended, by their graduation major, or by political view. Special Report may be ordered by participating institutions and non-participating institutions.

Cost: \$100 per hour

Please contact Serge Tran at HERI (310) 825-1925 for more information.

#### Personal Consultation

CIRP Directors are available to provide direct assistance to those interested in making the most of their CIRP reports. CIRP Directors can help identify institutional strengths and weaknesses, develop improvement initiatives to address accreditation and other campus goals, and assist with the presentation of information on campus at faculty and staff workshops and retreats.

Cost: \$100 per hour (two hour minimum)

Please contact Laura Palucki Blake at HERI (310) 825-1925 for more information.

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| Title         | p/a                 | Organization | UCLA         |
| Address 1     | moore               | Address 2    | hall         |
| City          | los angeles         | State        | CALIFORNIA   |
| Zip           | 90095               | Phone Number | 310-555-5555 |
| Email Address | heridata@uclaeu.edu |              |              |

required fields

|             |                             |             |      |
|-------------|-----------------------------|-------------|------|
| Survey Name | College Senior Survey (CSS) | Survey Year | 2009 |
|-------------|-----------------------------|-------------|------|

|                                                         |                    |
|---------------------------------------------------------|--------------------|
| Institution                                             | Non Participating  |
| <b>Group Code Report</b>                                |                    |
| Enter the code and description used by your institution |                    |
| <b>Group A</b>                                          | <b>Description</b> |
| 10                                                      | Group 1            |
| 20                                                      | Group 2            |
|                                                         | Remove             |
| Add another group                                       |                    |
| <b>Group B</b>                                          | <b>Description</b> |
|                                                         |                    |
| Add another group                                       |                    |

continue

|                                                  |
|--------------------------------------------------|
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### Data Services: PowerPoint Order Form

|                      |                    |                     |              |
|----------------------|--------------------|---------------------|--------------|
| <b>First Name</b>    | Heri               | <b>Last Name</b>    | Data         |
| <b>Title</b>         | p/a                | <b>Organization</b> | UCLA         |
| <b>Address 1</b>     | moore              | <b>Address 2</b>    | hall         |
| <b>City</b>          | los angeles        | <b>State</b>        | CALIFORNIA   |
| <b>Zip</b>           | 90095              | <b>Phone Number</b> | 310-555-5555 |
| <b>Email Address</b> | heridata@gmail.com |                     |              |

Required fields

|                    |                             |                    |      |
|--------------------|-----------------------------|--------------------|------|
| <b>Survey Name</b> | College Senior Survey (CSS) | <b>Survey Year</b> | 2009 |
|--------------------|-----------------------------|--------------------|------|

Please indicate type:

- Single-Group PowerPoint
- Double-Group PowerPoint

(Single-Group selects from one and Double-Group selects from two of the following groups: My Institution, Comparison Group, and/or Peer Group.)

Please select the population

- Graduating Seniors
- All Responses

#### My Institution

Institution | California State University-San Marcos (San Marcos, CA)

#### Comparison Group

##### Group 1

- |                                                         |                                                          |
|---------------------------------------------------------|----------------------------------------------------------|
| <input checked="" type="checkbox"/> Public Universities | <input type="checkbox"/> Private Universities            |
| <input type="checkbox"/> Public 4-year Colleges         | <input type="checkbox"/> Private/Nonsectarian Colleges   |
| <input type="checkbox"/> Catholic 4-year Colleges       | <input type="checkbox"/> Other Religious 4-year Colleges |

##### Group 2

- |                                                                               |                                                                         |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Public/Private Universities & Public 4-year Colleges | <input type="checkbox"/> Private/Nonsectarian/Religious 4-year Colleges |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------|

##### Group 3

- All Baccalaureate Institutions

Peer Group

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Only schools with 50 or more total respondents are listed below. Please select 5 or more institutions.

- Institution 1 \_\_\_\_\_
- Institution 2 \_\_\_\_\_
- Institution 3 \_\_\_\_\_
- Institution 4 \_\_\_\_\_
- Institution 5 \_\_\_\_\_
- Institution 6 \_\_\_\_\_
- Institution 7 \_\_\_\_\_
- Institution 8 \_\_\_\_\_
- Institution 9 \_\_\_\_\_
- Institution 10 \_\_\_\_\_

Add another institution

continue

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### Data Services: Trends Report Order Form

|               |                    |              |              |
|---------------|--------------------|--------------|--------------|
| First Name    | Heri               | Last Name    | Data         |
| Title         | p/a                | Organization | UCLA         |
| Address 1     | moore              | Address 2    | hall         |
| City          | los angeles        | State        | CALIFORNIA   |
| Zip           | 90095              | Phone Number | 310-555-5555 |
| Email Address | heridata@gmail.com |              |              |

required fields

|             |                           |                               |      |
|-------------|---------------------------|-------------------------------|------|
| Survey Name | The Freshman Survey (TFS) | Last Participated Survey Year | 2008 |
|-------------|---------------------------|-------------------------------|------|

Please select one of the following options:

- New Trends Report
- Updated Trends Report (available to Participating Institutions only)

Please select the population

- First-time, Full-time Freshman
- All Responses

\* If this option and a Comparison Group are selected, the PowerPoint Report for the comparison report will reflect the weighted, nationally-normed first-time, full-time freshman population.

#### My Institution

Institution

#### Comparison Group

##### Group 1

- |                                                     |                                                     |                                                     |                                                    |
|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Public Universities-low    | <input type="checkbox"/> Public Universities-med    | <input type="checkbox"/> Public Universities-hi     |                                                    |
| <input type="checkbox"/> Private Universities-med   | <input type="checkbox"/> Private Universities-hi    | <input type="checkbox"/> Private Universities-v hi  |                                                    |
| <input type="checkbox"/> Public 4yr Coll-low        | <input type="checkbox"/> Public 4yr Coll-med        | <input type="checkbox"/> Public 4yr Coll-hi         |                                                    |
| <input type="checkbox"/> Nonsectarian 4yr Coll-low  | <input type="checkbox"/> Nonsectarian 4yr Coll-med  | <input type="checkbox"/> Nonsectarian 4yr Coll-hi   | <input type="checkbox"/> Nonsectarian 4yr Coll-vhi |
| <input type="checkbox"/> Catholic 4yr Coll-low      | <input type="checkbox"/> Catholic 4yr Coll-med      | <input type="checkbox"/> Catholic 4yr Coll-hi       |                                                    |
| <input type="checkbox"/> Oth Religous 4yr Coll-vlow | <input type="checkbox"/> Oth Religious 4yr Coll-low | <input type="checkbox"/> Oth Religious 4yr Coll-med | <input type="checkbox"/> Oth Religious 4yr Coll-hi |

##### Group 2

- |                                               |                                                |                                                   |
|-----------------------------------------------|------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Public Universities  | <input type="checkbox"/> Public 4yr Coll       | <input type="checkbox"/> Catholic 4yr Coll        |
| <input type="checkbox"/> Private Universities | <input type="checkbox"/> Nonsectarian 4yr Coll | <input type="checkbox"/> Other Religious 4yr Coll |

##### Group 3

|                 |
|-----------------|
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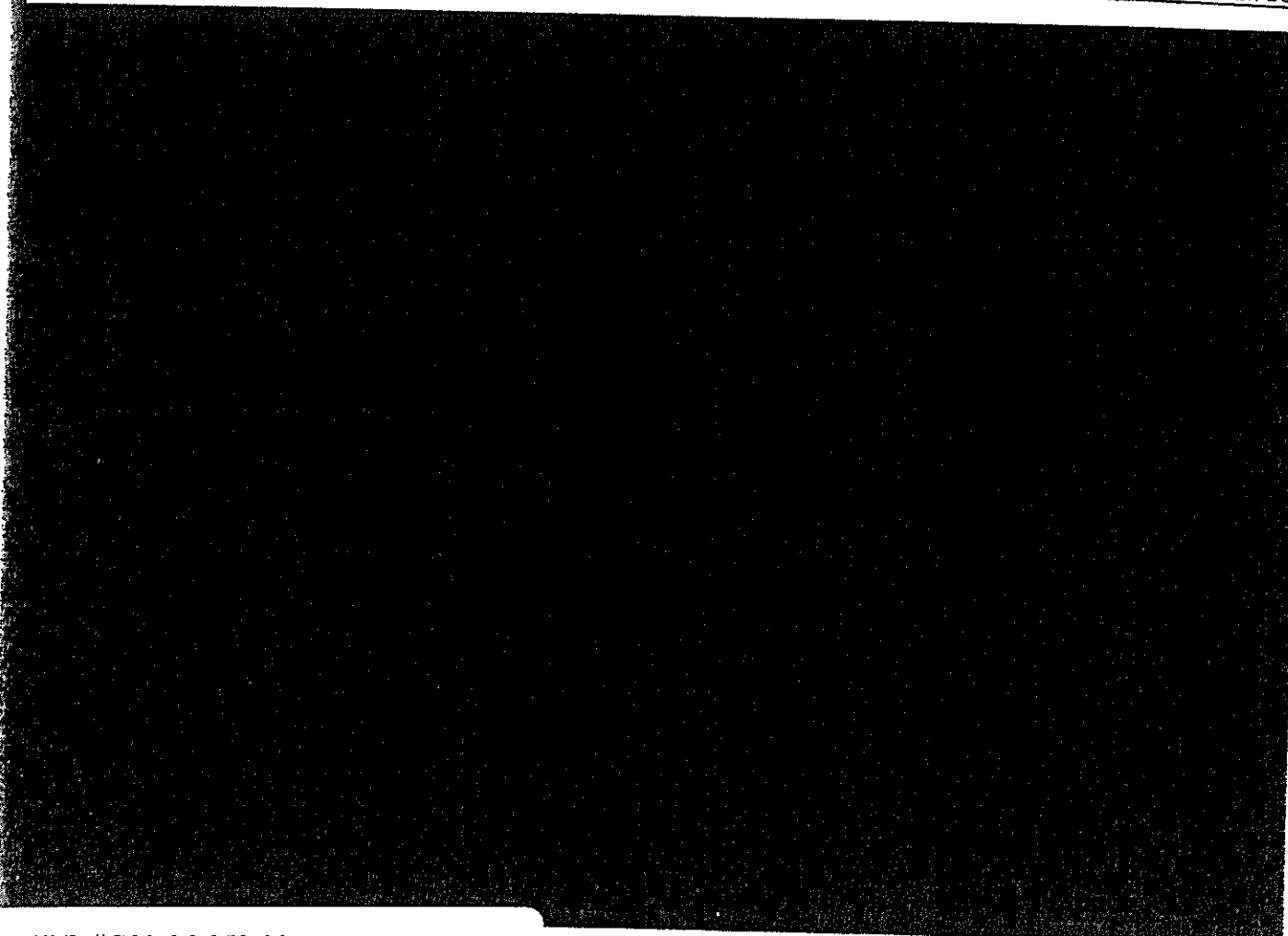


All Baccalaureate Institutions

continue

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**Data Services: Trends Data Order Form**

|               |                    |              |              |
|---------------|--------------------|--------------|--------------|
| First Name    | Heri               | Last Name    | Data         |
| Title         | p/a                | Organization | UCLA         |
| Address 1     | moore              | Address 2    | hall         |
| City          | los angeles        | State        | CALIFORNIA   |
| Zip           | 90095              | Phone Number | 310-555-5555 |
| Email Address | heridata@gmail.com |              |              |

required fields

|             |                           |             |      |
|-------------|---------------------------|-------------|------|
| Survey Name | The Freshman Survey (TFS) | Survey Year | 2008 |
|-------------|---------------------------|-------------|------|

Select one of the following options

- New Trends Data
- Update to Trends Data

**My Institution**

Institution

**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, I 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, I 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. I also give assurance that no survey respondent will be sanctioned based on any answer provided in the Survey Instrument. I understand that typing my name and title in the following fields constitutes my electronic signature in agreement to the conditions above.

Electronic Signature of Certifying Official:

Title:

continue

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# 2010 CIRP FRESHMAN SURVEY

*(NOTE: Use similar layout for the identification fields from the 2009 CIRP Freshman Survey)*

PLEASE PRINT NAME AND PERMANENT/HOME ADDRESS (one letter or number per box).

NAME  
FIRST  
MI  
LAST

When were you born?  
Month (01-12)  
Day (01-31)  
Year

ADDRESS  
CITY  
STATE  
ZIP  
PHONE  
STUDENT ID # (as instructed):  
EMAIL (print letters carefully):

SERIAL #

## MARKING DIRECTIONS

- Use a #2 pencil or black or blue pen.
  - Erase cleanly any answer you wish to change or "X" out mark if in pen.
- (NOTE: retain correct mark/incorrect marks examples)*

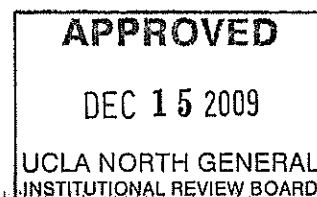
Group Code  
A  
B

### 1. Your Sex:

Male  
Female

### 2. How old will you be on December 31 of this year? (Mark one)

16 or younger  
17  
18  
19  
20



- 21-24
- 25-29
- 30-39
- 40-54
- 55 or older

**3. Is English your native language?**  
 Yes  
 No

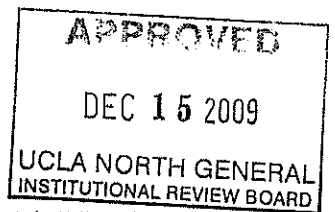
**4. In what year did you graduate from high school? (Mark one)**  
 2010  
 2009  
 2008  
 2007 or earlier  
 Did not graduate but passed G.E.D. test  
 Never completed high school

**5. Are you enrolled (or enrolling) as a: (Mark one)**  
 Full-time student?  
 Part-time student?

**6. How many miles is this college from your permanent home? (Mark one)**  
 5 or less  
 6-10  
 11-50  
 51-100  
 101-500  
 Over 500

**7. What was your average grade in high school? (Mark one)**  
 A or A+  
 A-  
 B+  
 B  
 B-  
 C+  
 C  
 D

**8. What were your scores on the SAT I and/or ACT?**  
 SAT VERBAL  
 SAT MATH  
 SAT WRITING  
 ACT Composite



9. From what kind of high school did you graduate? (Mark one)

- Public school (not charter or magnet)
- Public charter school
- Public magnet school
- Private religious/parochial school
- Private independent college-prep school
- Home school

10. Prior to this term, have you ever taken courses for credit at this institution?

- Yes
- No

11. Since leaving high school, have you ever taken courses, whether for credit or not for credit, at any other institution (university, 4- or 2-year college, technical, vocational, or business school)?

- Yes
- No

12. Where do you plan to live during the fall term? (Mark one)

- With my family or other relatives
- Other private home, apartment, or room
- College residence hall
- Fraternity or sorority house
- Other campus student housing
- Other

13. To how many colleges other than this one did you apply for admission this year?

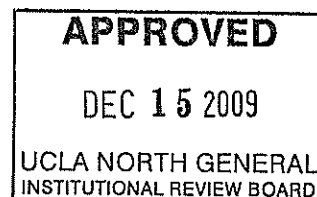
- None
- 1
- 2
- 3
- 4
- 5
- 6
- 7-10
- 11 or more

14. Were you accepted by your first choice college?

- Yes
- No

15. Is this college your: (Mark one)

- First choice?
- Second choice?
- Third choice?
- Less than third choice?



**16. Citizenship status:**

- U.S. citizen
- Permanent resident (green card)
- Neither

**17. Are you a veteran? (Mark one)**

- Yes
- No

**18. Are your parents: (Mark one)**

- Both alive and living with each other?
- Both alive, divorced or living apart?
- One or both deceased?

**19. During high school (grades 9-12) how many years did you study each of the following subjects? (Mark one for each item)**

*Response categories: None, 1/2, 1, 2, 3, 4, 5 or more*

- English
- Mathematics
- Foreign Language
- Physical Science
- Biological Science
- History/Am. Gov't.
- Computer Science
- Arts and/or Music

**20. Do you have any of the following disabilities or medical conditions? (yes/no)**

- Learning disability (dyslexia, etc.)
- Attention-deficit/hyperactivity disorder (ADHD)
- Physical disability (speech, sight, mobility, hearing, etc.)
- Chronic illness (cancer, diabetes, autoimmune disorders, etc.)
- Psychological disorder (depression, etc.)
- Other

**21. What is the highest academic degree that you intend to obtain? (Mark one in each column)**

*Response categories: Highest Planned, Highest Planned at This College*

- None
- Vocational certificate
- Associate (A.A. or equivalent)
- Bachelor's degree (B.A., B.S., etc.)
- Master's degree (M.A., M.S., etc.)
- Ph.D. or Ed.D.
- M.D., D.O., D.D.S., or D.V.M.

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J.D. (Law)  
B.D. or M.DIV. (Divinity)  
Other

**22. How would you describe the racial composition of the high school you last attended and the neighborhood where you grew up? (Mark one in each row)**

*Response categories: Completely non-White, Mostly non-White, Roughly half non-White, Mostly White, Completely White*

High school I last attended  
Neighborhood where I grew up

**23. How much of your first year's educational expenses (room, board, tuition, and fees) do you expect to cover from each of the sources listed below? (Mark one answer for each possible source)**

*Response categories: None, Less than \$1,000, \$1,000-2,999, \$3,000-5,999, 6,000-9,999, \$10,000+*

Family resources (parents, relatives, spouse, etc.)  
My own resources (savings from work, work-study, other income)  
Aid which need not be repaid (grants, scholarships, military funding, etc.)  
Aid which must be repaid (loans, etc.)  
Other than above

**24. What is your best estimate of your parents' total income last year? Consider income from all sources before taxes. (Mark one)**

Less than \$10,000  
\$10,000-14,999  
\$15,000-19,999  
\$20,000-24,999  
\$25,000-29,999  
\$30,000-39,999  
\$40,000-49,999  
\$50,000-59,999  
\$60,000-74,999  
\$75,000-99,999  
\$100,000-149,999  
\$150,000-199,999  
\$200,000-249,999  
\$250,000 or more

**25. Do you have any concern about your ability to finance your college education? (Mark one)**

None (I am confident that I will have sufficient funds)  
Some (but I probably will have enough funds)  
Major (not sure I will have enough funds to complete college)

**26. Current religious preference: (Mark one in each column)**

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*Response categories: Yours, Father's, Mother's*

Baptist  
Buddhist  
Church of Christ  
Eastern Orthodox  
Episcopalian  
Hindu  
Jewish  
LDS (Mormon)  
Lutheran  
Methodist  
Muslim  
Presbyterian  
Quaker  
Roman Catholic  
Seventh Day Adventist  
United Church of Christ/Congregational  
Other Christian  
Other Religion  
None

**27. "Do you consider yourself:** (Mark Yes or No for each item)

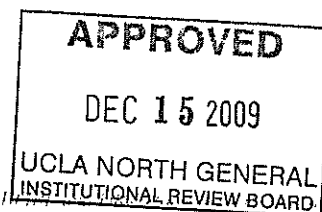
*Response categories: Yes, No*

Born-Again Christian  
Evangelical

**28. For the activities below, indicate which ones you did during the past year. If you engaged in an activity frequently, mark F. If you engaged in an activity one or more times, but not frequently, mark O (Occasionally). Mark N (Not at all) if you have not performed the activity during the past year. (Mark one for each item)**

*Response categories: Frequently, Occasionally, Not at All*

Attended a religious service  
Was bored in class  
Demonstrated for/against a cause  
Tutored another student  
Studied with other students  
Was a guest in a teacher's home  
Smoked cigarettes  
Drank beer  
Drank wine or liquor  
Felt overwhelmed by all I had to do  
Felt depressed  
Performed volunteer work  
Asked a teacher for advice after class  
Voted in a student election  
Socialized with someone of another racial/ethnic group  
Came late to class





Used the internet:

- For research or homework
- Performed community service as a part of a class
- Discussed religion
- Discussed politics
- Worked on a local, state, or national political campaign
- Skipped school/class
- Publicly communicated my opinion about a cause (e.g. blog, email, petition)
- Helped raise money for a cause or campaign
- Fell asleep in class
- Failed to complete homework on time

**29. Rate yourself on each of the following traits as compared with the average person your age. We want the most accurate estimate of how you see yourself. (Mark one in each row)**

*Response categories: Highest 10%, Above Average, Average, Below Average, Lowest 10%*

- Academic ability
- Artistic ability
- Competitiveness
- Computer skills
- Cooperativeness
- Creativity
- Drive to achieve
- Emotional health
- Leadership ability
- Mathematical ability
- Physical health
- Popularity
- Public speaking ability
- Self-confidence (intellectual)
- Self-confidence (social)
- Self-understanding
- Spirituality
- Understanding of others
- Writing ability

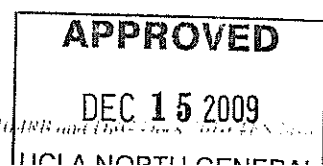
**30. Rate yourself on each of the following traits as compared with the average person your age. We want the most accurate estimate of how you see yourself. (Mark one for each item)**

*Response categories: Highest 10%, Above Average, Average, Below Average, Lowest 10%*

- Ability to see the world from someone else's perspective
- Tolerance of others with different beliefs
- Openness to having my own views challenged
- Ability to discuss and negotiate controversial issues
- Ability to work cooperatively with diverse people

**31. What is the highest level of formal education obtained by your parents? (Mark one in each column)**

*Response categories: Father, Mother*



Grammar school or less  
Some high school  
High school graduate  
Postsecondary school other than college  
Some college  
College degree  
Some graduate school  
Graduate degree

**32. How often in the past year did you?** (Mark one for each item)

*Response categories: Frequently, Occasionally, Not at All*

Ask questions in class  
Support your opinions with a logical argument  
Seek solutions to problems and explain them to others  
Revise your papers to improve your writing  
Evaluate the quality or reliability of information you received  
Take a risk because you feel you have more to gain  
Seek alternative solutions to a problem  
Look up scientific research articles and resources  
Explore topics on your own, even though it is not required for a class  
Accept mistakes as part of the learning process  
Seek feedback on your academic work  
Take notes during class  
Work with other students on group projects  
Integrate skills and knowledge from different sources and experiences

**33. Mark only three responses, one in each column.**

*Response categories: Y Your probable career occupation, F Your father's occupation, M Your mother's occupation*

Accountant or Actuary  
Actor or entertainer  
Architect or urban planner  
Artist  
Business (clerical)  
Business executive (management, administrator)  
Business owner or proprietor  
Business salesperson or buyer  
Clergy (minister, priest)  
Clergy (other religious)  
Clinical psychologist  
College administrator/staff  
College teacher  
Computer programmer or analyst  
Conservationist or forester  
Dentist (including orthodontist)  
Dietitian or nutritionist  
Engineer

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Farmer or rancher  
Foreign Service worker (including diplomat)  
Homemaker (full-time)  
Interior decorator (including designer)  
Lab technician or hygienist  
Law enforcement officer  
Lawyer (attorney) or judge  
Military service (career)  
Musician (performer, composer)  
Nurse  
Optometrist  
Pharmacist  
Physician  
Policymaker/Government  
School counselor  
School principal or superintendent  
Scientific researcher  
Social, welfare, or recreation worker  
Therapist (physical, occupational, speech)  
Teacher or administrator (elementary)  
Teacher or administrator (secondary)  
Veterinarian  
Writer or journalist  
Skilled trades  
Laborer (unskilled)  
Semi-skilled worker  
Unemployed  
Other:  
Undecided (*NOTE: student only*)

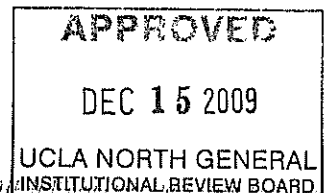
**34. Are you:** (Mark all that apply)

White/Caucasian  
African American/Black  
American Indian/Alaska Native  
Asian American/Asian  
Native Hawaiian/Pacific Islander  
Mexican American/ Chicano  
Puerto Rican  
Other Latino  
Other

**35. Mark one in each row:**

*Response categories: 4 Agree Strongly, 3 Agree Somewhat, 2 Disagree Somewhat, 1 Disagree Strongly*

Wealthy people should pay a larger share of taxes than they do now  
Affirmative action in college admissions should be abolished



The federal government should do more to control the sale of handguns  
The federal government is not doing enough to control environmental pollution  
A national health care plan is needed to cover everybody's medical costs  
The federal government should raise taxes to reduce the deficit  
Addressing global warming should be a federal priority  
The chief benefit of a college education is that it increases one's earning power  
Gays and lesbians should have the legal right to adopt a child

**36. How would you characterize your political views? (Mark one)**

Far left  
Liberal  
Middle-of-the-road  
Conservative  
Far right

**37. In deciding to go to college, how important to you was each of the following reasons?  
(Mark one answer for each possible reason)**

*Response categories: Very Important, Somewhat Important, Not Important*

To be able to get a better job  
To gain a general education and appreciation of ideas  
To make me a more cultured person  
To be able to make more money  
To learn more about things that interest me  
To get training for a specific career  
To prepare myself for graduate or professional school

**38. During your last year in high school, how much time did you spend during a typical week doing the following activities?**

*Response categories: None, Less than 1 hour, 1-2, 3-5, 6-10, 11-15, 16-20, Over 20*

Hours per week:

Studying/homework  
Socializing with friends  
Talking with teachers outside of class  
Exercise or sports  
Partying  
Working (for pay)  
Volunteer work  
Student clubs/groups  
Watching TV  
Household/childcare duties  
Reading for pleasure  
Playing video/computer games  
Online social networks (MySpace, Facebook, etc.)

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**39. Below are some reasons that might have influenced your decision to attend this particular college. How important was each reason in your decision to come here? (Mark one answer for each possible reason)**

*Response categories: Very Important, Somewhat Important, Not Important*

- My parents wanted me to come here
- My relatives wanted me to come here
- My teacher advised me
- This college has a very good academic reputation
- This college has a good reputation for its social activities
- I was offered financial assistance
- The cost of attending this college
- High school counselor advised me
- Private college counselor advised me
- I wanted to live near home
- Not offered aid by first choice
- Could not afford first choice
- This college's graduates gain admission to top graduate/professional schools
- This college's graduates get good jobs
- I was attracted by the religious affiliation/orientation of the college
- I wanted to go to a school about the size of this college
- Rankings in national magazines
- Information from a website
- I was admitted through an Early Action or Early Decision program
- The athletic department recruited me
- A visit to the campus
- Ability to take online courses

**40. The current economic situation significantly affected my college choice (Mark one)**

*Response categories: 4 Agree Strongly, 3 Agree Somewhat, 2 Disagree Somewhat, 1 Disagree Strongly*

**41. Below is a list of different undergraduate major fields grouped into general categories. Mark only one oval to indicate your probable field of study.**

**ARTS AND HUMANITIES**

- Art, fine and applied
- English (language and literature)
- History
- Journalism
- Language and Literature (except English)
- Music
- Philosophy
- Speech
- Theatre or Drama
- Theology or Religion
- Other Arts and Humanities

**BIOLOGICAL SCIENCE**

- Biology (general)

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Biochemistry or Biophysics  
Botany  
Environmental Science  
Marine (Life) Science  
Microbiology or Bacteriology  
Zoology  
Other Biological Science

**BUSINESS**

Accounting  
Business Admin. (general)  
Finance  
International Business  
Marketing  
Management  
Secretarial Studies  
Other Business

**EDUCATION**

Business Education  
Elementary Education  
Music or Art Education  
Physical Education or Recreation  
Secondary Education  
Special Education  
Other Education

**ENGINEERING**

Aeronautical or Astronautical Eng  
Civil Engineering  
Chemical Engineering  
Computer Engineering  
Electrical or Electronic Engineering  
Industrial Engineering  
Mechanical Engineering  
Other Engineering

**PHYSICAL SCIENCE**

Astronomy  
Atmospheric Science (incl. Meteorology)  
Chemistry  
Earth Science  
Marine Science (incl. Oceanography)  
Mathematics  
Physics  
Other Physical Science

**PROFESSIONAL**

Architecture or Urban Planning  
Family & Consumer Sciences  
Health Technology (medical, dental, laboratory)  
Library or Archival Science

**APPROVED**

**DEC 15 2009**

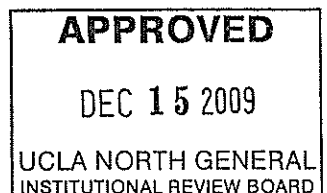
UCLA NORTH GENERAL  
INSTITUTIONAL REVIEW BOARD

Medicine, Dentistry, Veterinary Medicine  
 Nursing  
 Pharmacy  
 Therapy (occupational, physical, speech)  
 Other Professional  
**SOCIAL SCIENCE**  
 Anthropology  
 Economics  
 Ethnic Studies  
 Geography  
 Political Science (gov't., international relations)  
 Psychology  
 Public Policy  
 Social Work  
 Sociology  
 Women's Studies  
 Other Social Science  
**TECHNICAL**  
 Building Trades  
 Data Procession or Computer Programming  
 Drafting or Design  
 Electronics  
 Mechanics  
 Other Technical  
**OTHER FIELDS**  
 Agriculture  
 Communications  
 Computer Science  
 Forestry  
 Kinesiology  
 Law Enforcement  
 Military Science  
 Other Field  
 Undecided

**42. Please indicate the importance to you personally of each of the following:** (Mark one for each item)

*Response categories: E Essential, V Very Important, S Somewhat important, N Not Important*

- Becoming accomplished in one of the performing arts (acting, dancing, etc.)
- Becoming an authority in my field
- Obtaining recognition from my colleagues for contributions to my special field
- Influencing the political structure
- Influencing social values
- Raising a family
- Being very well off financially
- Helping others who are in difficulty
- Making a theoretical contribution to science



Writing original works (poems, novels, etc.)  
Creating artistic works (painting, sculpture, etc.)  
Becoming successful in a business of my own  
Becoming involved in programs to clean up the environment  
Developing a meaningful philosophy of life  
Participating in a community action program  
Helping to promote racial understanding  
Keeping up to date with political affairs  
Becoming a community leader  
Improving my understanding of other countries and cultures  
Adopting "green" practices to protect the environment

**43. What is your best guess as to the chances that you will:** (Mark one for each item)

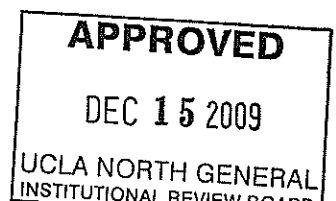
*Response categories: V Very Good Chance, S Some Chance, L Very Little Chance, N No Chance*

Change major field?  
Change career choice?  
Participate in student government?  
Get a job to help pay for college expenses?  
Work full-time while attending college?  
Join a social fraternity or sorority?  
Play club, intramural, or recreational sports?  
Play intercollegiate athletics (e.g., NCAA or NAIA-sponsored)?  
Make at least a "B" average?  
Need extra time to complete your degree requirements?  
Participate in student protests or demonstrations?  
Transfer to another college before graduating?  
Be satisfied with your college?  
Participate in volunteer or community service work?  
Seek personal counseling?  
Communicate regularly with your professors?  
Socialize with someone of another racial/ethnic group?  
Participate in student clubs/groups?  
Participate in a study abroad program?  
Have a roommate of a different race/ethnicity?  
Discuss course content with students outside of class?  
Work on a professor's research project?  
Get tutoring help in specific courses?  
Take courses from more than one college simultaneously?

**The remaining ovals are provided for questions specifically designed by your college rather than the Higher Education Research Institute. If your college has chosen to use the ovals, please observe carefully the supplemental directions given to you.**

43. - 62.

A  
B





C  
D  
E

**THANK YOU!**

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California 90095-1521

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