

INDIANA UNIVERSITY BLOOMINGTON INSTITUTIONAL REVIEW BOARD (IRB) REVIEW  
SUMMARY SAFEGUARD STATEMENT

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Principal Investigator: Alexander C. McCormick

IRB Study Number: 08-13060

(IRB Office will assign)

TITLE: Beginning College Survey of Student Engagement (BCSSE)

**SECTION I: STUDY DESCRIPTION**

A. Please describe (in lay terms) the objective(s) of the proposed research, including the purpose, research question(s), hypothesis, and relevant background information. If appropriate, describe any usual method(s) that were considered, but not chosen.

Since 2007, the Beginning College Survey of Student Engagement (BCSSE) has obtained, on an annual basis, entering first-year college students' high school experiences and their expectations for engagement in educational practices during their first year of college. The BCSSE survey questionnaire is attached. Most of the items in the BCSSE instrument represent empirically-confirmed "good practices" in undergraduate education. That is, they reflect behaviors by students and institutions that are associated with desired outcomes of college. Results from BCSSE are linked with data from the National Survey of Student Engagement (NSSE) (#06-11006). Thus, many of the items are adapted from NSSE to allow for valid comparisons. The results of the administration of the BCSSE will provide an estimate of how students entering college spent their time in high school and how they expect to be engaged in educationally effective practices in college. The study takes place on each individual college campus that registers to participate. There are two versions of the survey (paper and web). Officials at each campus are responsible for administering the survey in an effective and appropriate manner with respect to human subject compliance.

In addition to being a credible source of information to guide institutional improvement, BCSSE is a research project. BCSSE data provides a rich source of information about how different students enter collegiate experience with varied expectations and backgrounds. This information provides valuable insights regarding how different approaches to teaching and learning affect student and institutional performance.

**SECTION II: PERFORMANCE SITE**

Indiana University Bloomington Campus; state location(s): 1900 E. 10<sup>th</sup> Street, Suite 419 Eigenmann Hall

Other Indiana University Campus: state location(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Anthropology                               | <input type="checkbox"/> Population Institute for Research & Training |
| <input type="checkbox"/> Bloomington Hospital                       | <input type="checkbox"/> Department of Psychology and Brain Sciences  |
| <input type="checkbox"/> Bradford Woods                             | <input type="checkbox"/> Second Language Studies                      |
| <input type="checkbox"/> School of Business                         | <input type="checkbox"/> Sociology                                    |
| <input type="checkbox"/> Economics                                  | <input type="checkbox"/> Spanish & Portuguese                         |
| <input checked="" type="checkbox"/> School of Education             | <input type="checkbox"/> Public & Environmental Affairs (SPEA)        |
| <input type="checkbox"/> French and Italian                         | <input type="checkbox"/> Speech and Hearing Sciences                  |
| <input type="checkbox"/> Gender Studies                             | <input type="checkbox"/> Center for Survey Research                   |
| <input type="checkbox"/> Health Center                              | <input type="checkbox"/> Telecommunications                           |
| <input type="checkbox"/> Health, Phys Ed & Rec (HPER)               | <input type="checkbox"/> University Info Tech Services                |
| <input type="checkbox"/> IN Institute on Disability & Communication | <input type="checkbox"/> Center for Evaluation and Education Policy   |
| <input type="checkbox"/> Informatics                                | <input type="checkbox"/> Central Eurasian Studies                     |
| <input type="checkbox"/> School of Journalism                       | <input type="checkbox"/> Communication and Culture                    |
| <input type="checkbox"/> The Kinsey Institute                       | <input type="checkbox"/> Computer Science                             |
| <input type="checkbox"/> Library General                            | <input type="checkbox"/> Criminal Justice                             |
| <input type="checkbox"/> School of Library & Info Science           | <input type="checkbox"/> Folklore and Ethno Musicology                |
| <input type="checkbox"/> MCCSC (Monroe School District)             | <input type="checkbox"/> History                                      |
| <input type="checkbox"/> School of Music                            | <input type="checkbox"/> Linguistics                                  |
| <input type="checkbox"/> Nursing                                    |   |
| <input type="checkbox"/> Optometry                                  |   |

Other: Complete list of institutions that have participated in BCSSE since 2007 can be found at:

<http://bcsse.iub.edu/participants.cfm>

### SECTION III: SUBJECT POPULATION

A. Subject Population. Please check all subject population categories below if you are targeting or for which there is a reasonable expectation of enrollment into this research study:

- Children (Complete the Request Form for the Inclusion of Children in Research)
- Cognitively Impaired (Complete the Request Form for the Inclusion of Cognitively Impaired Individuals in Research)
- Economically/Educationally Disadvantaged
- Pregnant Women, Human Fetuses, or Fetal Material (Complete the Request Form for the Inclusion of Pregnant Women, Human Fetuses, and Neonates in Research)
- Prisoners (Complete the Request Form for the Inclusion of Prisoners in Research )
- Students (if you are targeting subjects or recruiting from subject pools)(Complete the following questions)

1. Please clarify the necessity for involving students in the research:

Entering, first-year undergraduate college students are the sole subject of interest for this study. Students are not recruited from a 'subject pool' and are under no obligation to complete the survey as part of a class requirement.

2. Please explain how the possibility of coercion or undue influence will be minimized when informed consent is being sought:

Recruiting materials and informed consent statements clarify the voluntary nature of the survey. Officials at campuses are required to use the IU-IRB approved consent statements. Some institutions may use additional promotional materials as part of their administration. Institutions are instructed that all promotional materials should include statements that indicate that participation is voluntary and that there are no consequences to non-participation (course registration blocked, etc). Institutions are also instructed to seek approval of any additional promotional materials from their own campus IRB.

3. Please explain what genuinely equivalent alternatives are available for students who wish not to participate:

Participation in the survey is voluntary, and students may choose not to participate as an alternative to completing the survey. Incentives for participation are not allowed that would withhold from students rights and privileges to which they would otherwise be entitled if the survey was not being administered (e.g., holds on registration or housing sign-ups are not allowed). We advise institutions to minimize the use of incentives and that if incentives are used the value should be limited so that non-participation would not be perceived as a hardship by students. In cases where extra credit is offered for completing the survey, institutions must offer alternative options for getting extra credit.

B. Inclusion/Exclusion. Please list specific eligibility requirements for subjects, including those criteria which would exclude otherwise acceptable subjects (e.g. inclusion/exclusion criteria).

Eligible students are defined by each institution, but are generally first-year, first-time undergraduate students at colleges and universities that register for the annual survey administration.

C. Number of Subjects. Please state the number of subjects to be recruited both locally and nationally (if a multi-center study). List total as a single number, rather than a range.

Annually, about 120,000 students are invited to participate in BCSSE.

### SECTION IV: RECRUITMENT

A. Please describe how potential subjects will be initially identified (include specific source, e.g. databases, medical/student records, advertisements, newsletters, self-referral, physician referral, from clinics, etc.):

Students are selected by participating institutions as part of their educational assessment program. Generally institutions attempt to administer the survey to all of their incoming first-year class.

- B. Please describe how potential subjects who are identified will be contacted (e.g. letter, phone call, face-to-face) and who will be contacting them (e.g. the investigator, etc.). Include a copy of all information to be shared with or intended to be seen by potential subjects.

Staff at each campus will contact the students regarding participation in BCSSE. An Informed Consent Statement will be given to students either in paper form (for the paper survey) or via the first screen of the web survey (Appendix A & B). The Indiana Center for Survey Research (which has been subcontracted to collect the BCSSE data) will make the survey available to respondents on the web.

### Participation Recruitment Messages

Students will be contacted by printed letter or email and invited to complete the BCSSE survey questionnaire. Appendices A, B, and C serve as the informed consent for the paper survey, US web administration, and Canadian web administration, respectively. Appendices D and E serve as the invitation to the Web survey for US web administration and Canadian web administration, respectively. Appendices F and G are reminder emails institutions can send to those students who did not respond after the initial email invite. Institutions shall send no more than four email reminders to non-respondents. The surveys will be administered to new students in the college setting – either in the classroom, auditorium, or through the internet via personal or institutional email accounts. Schools will be provided standardized survey administration protocol instructions, including the script read by the facilitator to students who are being asked to complete the survey (Appendix I). School officials will administer the survey to in-coming students as part of their orientation or welcoming process. Schools will also be provided additional instructions for local survey administration, contacts at CPR, and shipping information for returning completed surveys. Additionally, institutions may promote the survey indirectly through newspaper advertisements, flyers, or class announcements that notify students that the survey is being administered and that the results are important for institutional improvement.

## SECTION V: STUDY PROCEDURES

Please list all methods by which information or data about or from subjects will be obtained, including all procedures/interventions that are being performed that would not otherwise be performed outside of the research study [e.g., a standardized survey that is being completed solely for the purposes of this research]. Describe the frequency and duration of the procedures.

All participants are asked to complete the BCSSE core survey. The BCSSE survey takes about 15 minutes to complete.

Participants only respond to the survey one time. There are three versions of the BCSSE survey instrument based on combinations of mode of administration (Web or paper) and US/Canadian administration. Each version is described below, with any differences between the instruments also explained, and the wording for each language variation is included in this packet.

The three different core survey versions are:

1. Paper survey in U.S. English
2. Web survey in U.S. English,
3. Web survey for English-speaking students at Canadian institutions.

All survey versions are designed to measure the same educational activities consistent with the way these questions are asked at U.S. institutions. In the case of the Canadian version of the survey, some terms were changed and previously approved by IRB to more accurately reflect the Canadian educational system. One change is that the title of the survey is “Beginning University Survey of Student Engagement” (BUSSE), given that in Canada ‘college’ typically refers to two-year institutions granting associate degrees. These changes are noted below. All other survey administration procedures are the same as the standard BCSSE survey unless specifically described otherwise.

### *Three versions of BCSSE survey*

1. *U.S. English version.* [Paper]. BCSSE surveys in a print format are sent to each participating institution for local administration.
2. *U.S. English version.* [Web]. BCSSE survey in a Web-based format. Students log on using provided institutional codes.
3. *English-speaking students at Canadian institutions.* [Web-only]. Most survey items are the same as the U.S. version, but the wording was changed in a few cases to reflect cultural differences (e.g., conceptions of race and ethnicity are different) and

differences between the two post-secondary systems (e.g., college generally refers to a community college or technical school, so references to college are replaced with university). Given this latter difference, the Canadian version of BCSSE is referred to as “Beginning University Survey of Student Engagement” (BUSSE).

The previously approved BCSSE 2010 surveys (US paper version, US web version, and Canadian web version) can be found at: [http://bcsse.iub.edu/survey\\_instruments.cfm](http://bcsse.iub.edu/survey_instruments.cfm)

The US paper version, US Web version, and Canadian Web version of the survey will remain unchanged from last year. Appendix H reflects the current survey versions that will remain unchanged.

Note: Please include all surveys, instruments, survey/focus group questions, etc. that will be used for this research.

#### SECTION VI: POTENTIAL RISKS

Please state the potential risks – for example, physical, psychological, social, legal, loss of confidentiality or other – connected with the proposed procedures.

The only anticipated risk due to participation would be the possible loss of confidentiality of the responses as part of the data distribution process. The consequences of such loss of confidentiality would be minimal due to the nature of the questions asked on the BCSSE survey, which do not cover topics that would generally be considered of a sensitive nature. Survey questions are not of a nature that would tend to embarrass students or place them at risk of physical, psychological, social, or legal harm.

#### SECTION VII: PROTECTION PROCEDURES

1. Please describe procedures for protecting against, or minimizing, the potential risks described in Section VI.

Efforts to protect the privacy of student responses are described below in question 2. BCSSE makes every effort to maintain the confidentiality of student data, and the institutions that receive data files with identifiable student data are bound to protect student privacy under the terms of the Family Educational Rights and Privacy Act and other privacy requirements.

2. Please explain provisions to protect privacy interests of subjects. This refers to how access to subjects will be controlled (e.g. time, place, etc. of research procedures).

#### Survey Completion

Students generally are asked to complete the paper version in group settings such as during Orientation or Welcome Week activities. On occasion the web version is also administered in group settings (computer lab). For group administration, a staff member at the institution is required to read the following statement at the time the surveys and informed consents are distributed:

*For PAPER GROUP ADMINISTRATION*, the facilitator must read the script below before passing out the informed consent and survey instrument: “The survey I am about to distribute asks you to tell us about your high school and expected college experiences. Information from the *Beginning College Survey of Student Engagement* is used by [INSTITUTION] faculty and administrators and by other higher education leaders to improve the collegiate experiences of undergraduates. The Informed Consent Statement that I pass out with the survey describes the voluntary nature of the survey and who you can contact for additional information about this. Please keep this statement in case you have any questions after the survey. Your participation is voluntary. If you do not wish to participate in this survey, you may turn in the blank survey without any penalty. When you have completed the survey, please await further instructions for turning in your survey.”

*For WEB GROUP ADMINISTRATION*, the facilitator must read the script below before directing students to access the web survey instrument:

“We would like you to complete an on-line web survey regarding your high school and expected college experiences. Information from the *Beginning College Survey of Student Engagement* is used by [INSTITUTION] faculty and administrators and by other higher education leaders to improve the collegiate experiences of undergraduates. The Informed Consent Statement that precedes the survey describes the voluntary nature of the survey and who you can contact for additional information about this. Please keep this statement in case you have any questions after the survey. Your participation is voluntary. If you do not wish to participate in this survey, you may turn in the blank survey without any penalty.”

#### Data Use and Distribution

Data are securely stored during the data collection process at the Indiana University Center for Survey Research and then subsequently at the Center for Postsecondary Research office in Eigenmann Hall. After the study is complete, the surveys are archived in a secure facility accessible only to authorized personnel. As described in the informed consent, data are stored with unique identifiers for the purposes of matching BCSSE student responses to the subsequent administration of NSSE the following spring. Colleges and universities receive aggregate an report of results and a raw data file that includes identifiers. Public reporting is also in the aggregate, but with no student identifiers included.

Student identifiers are collected for two reasons: First, the pre-college data collected by the BCSSE is intended to be matched with data from the same students who complete the NSSE survey the following spring. Having the pre-college data on these students will help institutions assess the true impact of their first-year programs and services in terms of student engagement, perceptions of the campus environment, and estimates of gains made in the first year of college.

Second, schools need the identifiers in order to match the BCSSE data with school records for retention and other studies assessing first-year programs and success in the first college year. The matching of BCSSE data with any school records or other data (except NSSE data), is completed by the institution.

Participating schools receive a detailed analysis that includes a data file of student responses that can be linked with other school data, and a customized analysis (averages and percentages) of student responses and comparison groups. An additional report combining data collected by BCSSE and NSSE is also provided the following summer.

This information is aggregated by institutions and is intended for use by leaders in post-secondary education, institution research officers, and researchers. Institutions use their data to identify students' pre-college experiences and expectations to assist students in their orientation and transition to undergraduate education. The BCSSE data also permit systematic comparisons of student prior experiences and expectations and progress toward important outcomes of college by institutional type.

BCSSE data collection is a partnership between each participating institution and the IUB Center for Postsecondary Research (CPR). Data collected using BCSSE survey instruments are used for a combination of individual institutional assessment and aggregate research on the undergraduate educational experience. Any data collected from surveys administered by CPR through its subcontractor—the Indiana University Center for Survey Research (CSR)—may be used in research initiatives.

Confidentiality of student data is a high priority at CPR. Our use of student data is regulated by the Family Educational Rights and Privacy Act [FERPA, 34CFR 99.31(a)6(i)], which allows schools to share student data with outside agencies conducting research for the purpose of improving instruction. Participating institutions are also bound by FERPA restrictions that require them to maintain the confidentiality of the BCSSE data they receive.

The respondent data file identifies students with the institution-provided student identification number, (which is not their social security number), first three letters of the student's last name, and home zip code. Linking individuals with their responses is important for institutions to conduct educational assessment, which often involves merging survey data with other campus data sources (Major, GPA, persistence from first year to second year, etc). CPR staff does not merge BCSSE survey responses with other external student data.

CPR-generated BCSSE reports never identify individual students, and the only individually identifiable data are the reports and data file sent directly to institutions for their use in educational assessment. All CPR research and presentations using BCSSE data report results at the aggregate level in a way that prevents the identification of individual students. The merging of BCSSE data with other student and/or institutional data is the responsibility of the institution.

Access to all student data is protected through the use of secure servers and back-up media stored in locked storage. Student data files are submitted to CPR through a Web-based Institution Interface using Secure Sockets Layer (SSL) software to encrypt information during transfer. Access to student data is limited to co-investigators listed in this application and authorized personnel at the Center for Survey Research. Up to three individual staff at each participating institution is identified each year as BCSSE contacts. Any requests for data transfer must be authorized by these individuals.

Based on past requests for files from schools as well as planned longitudinal data use the respondent database will be kept permanently. Not data in these files would allow any student to be identified.

3. Is this a multi-center study?
- No. Continue to the next section.
  - Yes. If yes, is Indiana University the lead site?
    - No. Continue to the next section

- X** Yes. Please describe the plan for the management and communication of multi-site information that may be relevant to the protection of participants (e.g. unanticipated problems, adverse events, interim analysis, modifications, etc.).

As noted above, BCSSE data collection is a partnership between each participating institution, the IUB Center for Postsecondary Research (CPR), and IUB Center for Survey Research (CSR). Though participant recruitment is administered directly by participating institutions, BCSSE does provide templates, scripts, and other information necessary for BCSSE administration. Institutions can customize portions of the recruiting messages to make them more relevant to their students; however this is generally limited to using message signatories who are recognizable to students, or other slight modifications. No changes to the main body of the informed consent are allowed. Institutions may also choose to offer an incentive for participation in the study.

#### Ensuring Institutional Compliance with HSC Protocols

Staff members at both BCSSE and the Center for Survey Research (CSR) work closely with participating institutions throughout survey preparation and administration to ensure that efforts to recruit student participants adhere to guidelines for the protection of human subjects.

### SECTION VIII: DATA SAFETY MONITORING PLAN

For all research that is greater than minimal risk (i.e. requires full IRB review), a Data Safety Monitoring Plan must be developed. This is a plan to assure the research includes a system for appropriate oversight and monitoring of the conduct of the study to ensure the safety of subjects and the validity and integrity of the data.

**X** N/A. The research is minimal risk (i.e. exempt/expedited study)

- The DSMP is contained in the protocol. Please state where in the protocol the description is located: \_\_\_\_\_  
NOTE: Ensure that all points outlined below are addressed in the description in the protocol. If any points are not addressed, within the protocol, they should be addressed below.
- The DSMP is NOT contained in the protocol; however, this is a repository/database protocol and the primary risk is that of loss of confidentiality; thus, I do not need to complete this section. Please see Section X for confidentiality safeguards.
- The DSMP is NOT contained in the protocol. Please complete the questions below.

**1.** Who will be responsible for the data and safety monitoring? (Examples include: a DSMC or DSMB, medical monitor, investigator, someone independent of the research) Clarify if this individual or committee is independent from the sponsor and/or investigator.

**2.** What will be monitored? (Examples include: data quality, subject recruitment, accrual, and retention, outcome and adverse event data, assessment of scientific reports or therapeutic development, results of related studies that impact subject safety, procedures designed to protect the privacy of subjects)

**3.** What are the procedures for analysis and interpretation of data, the actions to be taken upon specific events or endpoints, the procedures for communication from the data monitor to the IRB and site, and other reporting mechanisms?

**4.** What is the frequency of monitoring? (The appropriate frequency of data and safety monitoring will be dependent on the nature and progress of the research; however, monitoring must be performed on a regular basis (e.g. at least annually).

**5.** What information will be reported to the IRB? (Minimally, the IRB requires the following information at the time of continuing review: 1) frequency and date(s) of monitoring; 2) summary of cumulative adverse events; 3) assessment of external factors (i.e. scientific reports, therapeutic developments, results of related studies) that impacted the safety of subjects; 4) summary of subject privacy and research data confidentiality outcomes; and 5) any changes to the risk-benefit ratio.

A. Please check the items below to explain how confidentiality and privacy of data collected for the purpose of the research study will be protected.

1. Data Source (Please check all that apply)

- a.  Treatment or Test Results, Medical and/or Dental Records, etc.:
- Paper
  - Film
  - Electronic (e.g. CareWeb or Regenstrief Medical Record System, VA CPRS (VA medical record system), patient care database, etc.)
- b.  Interviews (Phone or Face-to-Face)
- c.  Survey or Questionnaire
- Paper
  - Electronic
- d.  Video
- e.  Audio
- f.  Photographs
- g.  Other (Please describe): \_\_\_\_\_

2. Data Recording / Collection Method (Please check all that apply)

- a.  Computer:
- Laptop
  - Hard Drive
  - Local Shared Drive
  - Web-based
  - CDs, Floppy Disks, etc.
  - Other (Please describe): \_\_\_\_\_
- b.  PDA (Personal Digital Assistant)
- c.  Paper (e.g. Notes, Case Report Form, etc.)
- d.  Video
- e.  Audio
- f.  Other (Please describe): \_\_\_\_\_

Please describe how you will safeguard data for all the Data Recording / Collection Methods described in X.A.2. by completing #3, #4 and #5 below. Please check all that apply.

3. Secure Storage

- a. Who will have access to the individually identifiable information/data?

- Principal Investigator
- Governmental Agencies
- Other (Please describe – e.g. BioStats, outside multicenter collaborators, or other colleagues not listed on the Summary Safeguard Statement, etc.): Only designated contacts at institutions at which students are enrolled.
- Research Coordinator
- Research Sponsor, Monitor, Other Research Organizations

- b. Please describe the measures you are taking to safeguard the information/data:

- Locking cabinets and doors
- Information is located in an area with limited public access
- Computers and/or files will be password-protected
- PDAs and removable media (such as CDs, diskettes, etc...) will kept in a secure location
- Using Study Manager
- Regular back-ups of electronic data. NOTE: All electronic data should be backed up on a regular basis.
- Describe any other measures you are using to safeguard the data: \_\_\_\_\_

4. Secure Disposal

- a. How long will you retain the data before discarding?

- Minimum of 3 years for non-health data
- Minimum of 7 years for health data, per Indiana State law
- Per sponsor requirements
- Indefinitely

Other (Please describe): \_\_\_\_\_

b. How will you discard the data?

Paper will be shredded (see explanation below)

Delete files from or destroy diskettes and CDs\*

Permanently delete data from computers and PDAs\*

Other (Please describe) \_\_\_\_\_

Additional explanation: The paper surveys will be shredded, but the electronic data that is captured from the web and paper surveys will be kept indefinitely.

5. Sharing Data

For this purpose, sharing may include releasing, transmitting or providing access to research and health data within the research team, outside the university, to research sponsors, etc. You must use reasonable safeguards when sharing any form of research data, health or non-health.

a. Check all types of data formats that may be shared.

Non-Health Data only.

De-identified Data.

Limited Data Set. (NOTE: A Data Use Agreement may be required)

Identifiable Data (i.e. includes patient identifiers, names, initials, Subject ID numbers, etc. - Please answer items 1. and 2. below.)

1. Indicate which secure method(s) of transmission will be used? Check all that apply:

Secured web site

Encrypted email

US Postal Service or other trackable courier services (not campus mail)

Fax in a secured area

Shared drive with password protection

Personal delivery by authorized research personnel

Private telephone conversation to authorized personnel

Other: (describe)

2. Will you share identifiable health data with anyone not listed on the Summary Safeguard Statement or the Authorization?

1.  No – Proceed to Section XI. (please see additional explanation below)

2.  Yes – These people must be added to the summary safeguard statement and the authorization form:

Additional explanation: Identifiable data is shared with each respective institution where the participant is enrolled.

Data will not be shared – Please explain: \_\_\_\_\_

SECTION X: STUDY BENEFITS

A. What, if any, benefit is to be gained by the SUBJECT?

There are no direct benefits anticipated for students who participate in the study. Indirect benefits may include the opportunity for the student to reflect on their educational experience in ways that help them gauge what has been effective/ineffective, satisfying/unsatisfying.

B. What information may accrue to SCIENCE or SOCIETY, in general, as a result of this work?

At the national level, information produced by BCSSE complements other sources of information about the quality of undergraduate institutions. BCSSE provides prospective students, parents, alumni, institutional officials, state policy makers, governing board members, faculty, and others information about how students expect to spend their time, which is an important predictor of the extent to which they will benefit from attending college. Participating institutions have a basis for evaluating the performance of their students and the extent to which students engage in activities consistent with good practice in undergraduate education. Participating institutions are able to use the information to identify areas in which additional institutional effort is needed to improve the undergraduate experience.

SECTION XI: PAYMENT FOR PARTICIPATION

- A. Will subjects receive payment for participation in the study (e.g. payments, reimbursement, free services, gifts, course credit, including extra credit)?  
 No. Proceed to Section XIII.  
 Yes. Complete items B., C., and D. below.
- B. Please explain the payment arrangements (e.g. amount and timing of payment and the proposed method of disbursement), including reimbursement of expenses. Note: Payments must accrue and not be contingent upon completion of the study. However, a small payment (bonus) for completion of the study may be approved by the IRB if it is found to not be persuasive for the subjects to remain in the study.

Not all institutions use incentives. Incentives for survey participation vary based on institutional decisions about what they believe will be effective for their campus. Some institutions offer a small incentive for each participant, such as a bookstore gift certificate, with values ranging from \$5-10. Other institutions enter students who complete the survey into a lottery for larger value prize, such as larger denomination gift certificates, iPods, or travel vouchers. The value of individual lottery incentive items is generally less than \$200. Institutions using incentives are instructed to gain approval for the initiative from their own institutions' campus IRB office.

All incentives are described in recruiting materials, and must clarify details that indicate the odds a study participant will be compensated:

- Approximate number of students in the sample at their institution
- Number of incentives offered
- Approximate value of each incentive item (for items with an estimated value of \$10 or more)

Incentives for participation are not allowed that would withhold from students rights and privileges to which they would otherwise be entitled if the survey was not being administered (e.g., holds on registration or housing sign-ups are not allowed). The value of incentives is limited so that non-participation would not be perceived as a hardship by students who would prefer to decline participation. In cases where extra credit is offered for completing the survey, institutions must offer alternative options for getting extra credit that would involve a similar degree of time or effort. For example, requiring a student to write a three-page paper would not be an acceptable alternative to completing a 15-minute questionnaire, since writing a three-page paper involves considerably more time, effort, and stress.

Institutions are responsible for the distribution of incentives. There are no expenses for students to participate in the study.

- C. Please justify the proposed payment arrangements described in section B. (e.g., how this proposed payment arrangement is not considered to be coercive).

In instances when compensation is provided to all participants at an institution, the value of incentives is minimal and unlikely to persuade a student to complete the survey if they perceived participation to otherwise be a hardship. For higher value incentives distributed through lotteries drawn from the pool of participants, clarifying the likelihood of winning minimizes the likelihood that students will complete the survey because of an undue influence based on the possible compensation. Use of any drawing or lotteries must state the odds of winning to the participants.

- D. Please explain if there will be any partial payment if the subject withdraws prior to completion of the study (e.g. prorated). Note: This payment may be paid at the end of the subject's participation or at the end of the study.

There is no partial compensation for students at any of the sites.

SECTION XII: RISK-BENEFIT RATIO

Please describe how risks to subjects are reasonable in relation to anticipated benefits.

There are no risks anticipated for study participants, but the potential benefits of the knowledge gained about how to foster an optimal undergraduate learning environment are significant.

SECTION XIII: INFORMED CONSENT PROCESS

- Please check here if this study will only enroll children and the parental/guardian permission (consent) process has already been explained on the Request Form for the Inclusion of Children in Research. You do not need to complete section A below.

ADDITIONAL EXPLANATION: We are requesting a waiver of written documentation (Section C) in that a consent process will occur, but no signature will be obtained from the subject.

A. I WILL be obtaining informed consent from all subjects.

1. When (in what timeframe) and where (what setting) will consent take place? Indicate any waiting period between informing the subject and obtaining consent. The timeframe and any waiting should ensure the prospective subjects or their legally authorized representatives are provided sufficient opportunity to consider whether or not to participate in the study.

2. Who will be responsible for obtaining initial and ongoing consent? (check all that apply)

- Principal Investigator
- Co-Investigator
- Research Coordinator
- Other (specify):

NOTE: Individuals who will be obtaining consent must be listed in Section XXI of this document.

a. Please explain how these individuals will be adequately trained to conduct the consent interview and answer subject's questions (check all that apply):

- Passed the Indiana University human subjects protection test
- Passed the Investigator 101 test
- Received study-specific training from study personnel
- Other (specify):

b. Please indicate in what language(s) the consent interview will be conducted.

- English
- Spanish
- Other (specify):

c. If the consent interview will be conducted in a language other than English, state how the interview will be conducted (e.g. use of a translator). Please note that if non-English speaking individuals are expected to enroll in the research, a language-appropriate consent document must be developed, submitted and approved by the IRB and used when enrolling those participants:

3. Please explain how subjects' privacy will be protected during the consent process. This refers to how access to subjects will be controlled (e.g. time, place, etc. of consent procedures).

4. Indicate any factors that might result in the possibility of coercion or undue influence. (check all that apply)

- the research will involve students of the PI
- the subjects will be recruited through institutions with which the PI has a close relationship
- Other (please specify):

Describe steps taken to mitigate the possible coercion:

B. I am requesting a waiver of the informed consent process (i.e. no consent document) for: (check all that apply):

- the entire study

a specific minimal risk research activity or procedure that is part of the study

For the IRB to grant a waiver of informed consent, the below criteria must be satisfied. Please provide a response to each criterion.

1. The research involves no more than minimal risk to the subject. If you are requesting a waiver of informed consent for part of the study (e.g. recruitment or a specific minimal risk activity or procedure), please state to which activity/procedure the waiver request applies and explain how this criterion is satisfied.
2. Please explain how the waiver will not adversely affect the rights and welfare of the subjects.
3. Please explain how the research could not be practicably carried out without the waiver.
4. Please explain how, if appropriate, subjects will be informed of pertinent results at the conclusion of the study.
5. The research is NOT FDA-regulated (i.e. The activity is NOT an experiment or does NOT involve one or more of the following test articles: foods or dietary supplements that bear a nutrient content claim or a health claim, infant formulas, food and color additives, drugs for human use, medical devices for human use, biological products for human use, electronic products. Additionally, NONE of the following can be true: the research involves using the test article with one or more participants, the research is being done as part of an IND or IDE submission, the data may be submitted to the FDA, or the data may be held for inspection by the FDA).  
 YES  
 NO
6. ONLY COMPLETE FOR RESEARCH AND DEMONSTRATION PROJECTS CONDUCTED BY OR SUBJECT TO THE APPROVAL OF STATE OR LOCAL GOVERNMENT OFFICIALS. In order for the IRB to approve a waiver of informed consent for a research or demonstration project, conducted by or subject to the approval of state or local government officials, it must NOT be FDA-regulated and be designed such that it studies, evaluates, or otherwise examines one of the following (check all that apply):  
 public benefit or service programs;  
 procedures for obtaining benefits or services under those programs;  
 possible changes in or alternatives to those programs or procedures; or  
 possible changes in methods or levels of payment for benefits or services under those programs.

**X** C. I am requesting a waiver of written documentation of informed consent (i.e. a consent process will occur, but no signature will be obtained from the subject).

NOTE: You must submit a written statement regarding the research, which must be provided to subjects upon their request.

For the IRB to grant a waiver of written documentation of informed consent, EITHER of the following criteria must be met. Please indicate which criterion is met and provide an appropriate response below.

1. The only record linking the subject and the research would be the consent document and the principal risk would be potential harm resulting from a breach of confidentiality, and the research is not FDA-regulated. Each subject will be asked whether the subject wants documentation linking the subject with the research and the subject's wishes will govern. Please explain:

OR

**X** 2. The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context. Please explain:

Please explain: The nature of the questions asked on BCSSE relate to everyday activities in which students engage. These are questions that often come up during normal conversation, and do not involve topics that are generally considered too personal to share.

X D. I am requesting modification to the required elements for informed consent document for:

- the entire study
- a specific minimal risk research activity or procedure that is part of the study

Please check all of the required elements below that you are requesting to modify or omit from the informed consent document:

- Statement that the study involves research
- Explanation of the purposes of the research
- Expected duration of subject participation
- Description of procedures to be followed
- Identification of any procedures that are experimental
- Description of any reasonably foreseeable risks or discomforts to subjects
- Description of benefits (to subjects or others) that may reasonably be expected from the research
- Disclosure of appropriate alternative procedures or courses of treatment
- Statement describing the extent to which confidentiality of records identifying subjects will be maintained
- Explanation regarding any compensation
- Statement of national & school sample size
- Explanation of available medical treatments if injury occurs (greater than minimal risk studies only)
- Contact information for questions about the research, research-related injury, or subject rights
- Statement that participation is voluntary

For the IRB to grant a modification to the required elements of informed consent, the below criteria must be satisfied. Please provide a response to each criterion.

1. The research involves no more than minimal risk to the subject. If you are requesting a waiver of informed consent for part of the study (e.g. a specific minimal risk activity or procedure), please state to which activity/procedure the waiver request applies and explain how this criterion is satisfied

The only foreseeable risk to participation in this study is the potential for loss of confidentiality of student responses. Procedures have been established to minimize the potential for this loss of confidentiality, but as described in Section VI, the consequential risks resulting from a breach of confidentiality would be minimal. Modifications to the consent requirements are requested in these areas, with the alternative text presented in the Informed Consent Statements shown in Appendix A:

- Confidentiality: A slightly shorter clarification of the potential loss of confidentiality. The risk of disclosure of student responses is minimal, and the consequences of such disclosure are not extreme.
- Statement of national & school sample size: BCSSE is conducted on a national level, but it is also important for each participating institution. Emphasizing the national sample size or the institutional sample size does not contribute to a student's ability to assess the risk or benefits of participation, and could artificially deflate their perceived value of participation by implying their contribution would not be significant.

2. Please explain how the modification will not adversely affect the rights and welfare of the subjects.

Students are still provided with information about the risks and benefits of participation and how to address any concerns they may have. Maintaining a slightly shorter statement of informed consent may actually increase the likelihood that students will read all the relevant information. Research on college student indicates the need for brevity in order to maintain their attention, and a long statement may discourage them from reading important information.

3. Please explain how the research could not be practically carried out without modification of informed consent.

As noted above, research indicates the need for short, direct messages when communicating with students. The burden of reading lengthy recruiting messages and the additional Informed Consent Statement may be an impediment to student participation in the study at a time when response rates to surveys are declining. The intent for these modifications is to

communicate the critical information that students need to know in a way that is easily digestible for them. Overly lengthy statements of informed consent may not be read adequately by students, even if they do choose to participate.

4. Please explain how, if appropriate, subjects will be informed of pertinent results at the conclusion of the study.

Data analysis is conducted at an aggregate, not individual student level, but students may request from their institution reports generated using data that includes their responses. Research reports based on student data are also available at the BCSSE Web site at [www.nsse.iub.edu](http://www.nsse.iub.edu).

5. The research is NOT FDA-regulated (i.e. The activity is NOT an experiment or does NOT involve one or more of the following test articles: foods or dietary supplements that bear a nutrient content claim or a health claim, infant formulas, food and color additives, drugs for human use, medical devices for human use, biological products for human use, electronic products. Additionally, NONE of the following can be true: the research involves using the test article with one or more participants, the research is being done as part of an IND or IDE submission, the data may be submitted to the FDA, or the data may be held for inspection by the FDA).

YES

NO

#### SECTION XIV: HIPAA

- A. Are you part of a covered entity or are you involving a covered entity in your research? Please review the Covered Entity Checklist for guidance.

NO. You are not subject to HIPAA. Proceed to Section XV. You do not need to complete Item B below.

YES. Continue below:

- B. Will private health information (PHI) be utilized, accessed, collected, or generated as part of the study? For additional guidance on "PHI," please refer to the definitions in the Standard Operating Procedures document.

NO. Your research is not subject to HIPAA. However, will health information (that is not PHI) be used that is:

De-identified?

Part of a Limited Data Set?

Health information will be received from a separate covered entity from that of the investigator. You must establish a data use agreement with the entity providing the health information.

Health information will be obtained from within the investigator's own covered entity. No data use agreement is required.

No health information will be utilized in any form.

YES. Your research is subject to HIPAA. You must complete Section XV.

#### SECTION XV: AUTHORIZATION FOR THE USE/DISCLOSURE OF PROTECTED HEALTH INFORMATION

N/A (HIPAA does not apply based on your responses to Section II)

I will be obtaining written informed consent from subjects as well as an authorization for the release of health information for research at the time of enrollment/consent. Please submit a copy of the authorization for review.

I will be obtaining written informed consent from subjects, but do not plan to obtain an authorization for the release of health information.

Explain rationale for not obtaining an authorization for the release of health information.

Please complete the "Request for a waiver of authorization for the release of health information" below.

I am requesting a waiver of informed consent or written documentation of informed consent and would also like to request a waiver of authorization for the release of health information. Please complete the "Request for a waiver of authorization for the release of health information" below.

---

Request for a waiver of authorization for the release of health information

1. Explain how this research involves no more than minimal risk of loss of privacy to the subject.
  - a. Describe the plan for protecting the identifiers from improper use and disclosure.
  - b. Describe the plan to destroy the identifiers at the earliest opportunity that is appropriate for the research study. Identifiers may only be maintained following completion of a study if there is a legitimate reason for maintaining the data (e.g required by law, etc.).
  - c. Provide written assurances that the identifiable health information will not be re-used or disclosed to any other person or entity, except as required by law, for authorized oversight of the project or for other permitted research purposes.
2. Explain how the research could not be practicably conducted without waiver of authorization or an alteration to the authorization form.
3. Explain how the research could not be practicably conducted without access to and use of the individually identifiable health information.

NOTE: If the IRB approves a waiver of authorization, the PI is responsible for tracking all disclosures of health information for a period of six years.

SECTION XVIII: FEDERAL FUNDING

- A. Has a proposal for funding been submitted to or is this study funded by a federal agency (e.g. DHHS, NIH, VA, CDC, etc.)?  
 No. Proceed to Section XX.  
 Yes. Has a copy of the proposal already been submitted with another IU-Bloomington IRB study?  
 No. Provide one copy of the *entire funding proposal (or DHHS-approved protocol if not part of the funding proposal)* or explain why one is not needed (e.g. the investigator is not the direct recipient of the grant money [federal pass-thru]):  
 Yes. List the IU-Bloomington IRB study number with which the proposal was originally submitted:
- B. Is this study a DHHS multicenter clinical trial that includes a DHHS -approved sample informed consent?  
 No.  
 Yes. Provide a copy of the DHHS-approved sample consent document.

Note: If this is a federally-funded study, you will be required to track the race and ethnicity of subjects enrolled. This is reported to the IRB at the time of continuing review.

SECTION XX: INVESTIGATIONAL DRUGS/DEVICES

N/A. No investigational drugs or devices are used in this study.

If the research involves the use of an investigational drug or device, please complete the appropriate section(s) below. If you are using an approved drug or device in support of a new indication, significant change in the product labeling or advertising, or involving a route of administration or dosage level or in a patient population that significantly increases the risks of the product, an IND or IDE may be required. If you are using an investigational test article to develop information about the product's safety or efficacy, an IND or IDE may be required. Please complete the IND or IDE Checklist and submit it with your application.

INVESTIGATIONAL DRUGS

A. Name of Drug Sponsor: \_\_\_\_\_

Name of Drug: \_\_\_\_\_ IND Number: \_\_\_\_\_

1. Provide verification of the IND number (choose all that apply):
  - Documentation from the FDA provided
  - IND number included in the sponsor protocol, list the page number where the IND number is located
2. Does the investigator or IU hold the IND?
  - No
  - Yes. Before approval can be granted, the investigator must contact the Research Compliance Office in Indianapolis to discuss the additional responsibilities as a sponsor of an IND. Please contact OCR at 317-274-8289 and submit documentation from them verifying this discussion has taken place.

B. Study Phase:  I    I/II    II    II/III    III    III/IV    IV

INVESTIGATIONAL DEVICES

C. Name of Device Manufacturer: \_\_\_\_\_ Name of Device: \_\_\_\_\_  
IDE Number\*: \_\_\_\_\_

1. Provide verification of the IDE number (choose all that apply):
  - Documentation from the FDA provided
  - IDE number included in the sponsor protocol, list the page number where the IDE number is located
2. Does the investigator or IU hold the IDE?
  - No
  - Yes. Before approval can be granted, the investigator must meet with the Research Compliance staff to discuss the additional responsibilities as a sponsor of an IDE. Please contact RCA at 317/274-8289 and submit documentation from them verifying this discussion has taken place.
3. The investigator must demonstrate understanding of the handling and control of investigational test articles by reviewing the Investigational Device Accountability SOP. Check here  to confirm this has been done.

D. The IRB is required to determine whether or not the device is significant risk. To help in this determination, please provide the sponsor's documentation on the risk assessment and the rationale used in making the risk determination. *Please provide the investigator's assessment of the device risk below:*

Significant Risk (SR) Device       Nonsignificant Risk (NSR) Device

Risk assessment and rationale for above risk determination:

SECTION XXI: INVESTIGATORS

List the principal investigator and any co-investigators and their respective departments. (If there are multiple investigators, please indicate only one person as the principal investigator; others should be designated as co-investigators).

A. Principal Investigator:                      Department  
Alexander C. McCormick                      Education/ELPS

B. Co-investigators: Provide the name and department of other individual(s) assisting with the study who 1) will be responsible for the design, conduct, or reporting of the study, 2) have access to subjects (i.e. will consent subjects, conduct parts of the study), 3) will be making independent decisions about the inclusion or exclusion of participants, or 4) have access to identifying and confidential information.

1. List individuals from affiliated institutions who are directly interacting or intervening with subjects:

NAME	EMAIL	DEPARTMENT
Allison BrckaLorenz	(abrckalo@indiana.edu)	Education/ELPS
Jennifer Brooks	(brooksjl@indiana.edu)	Education/ELPS
Tiffani Butler	(butlertn@indiana.edu)	Education/ELPS
Yesenia Cervera	(ycervera@indiana.edu)	Education/ELPS
Eddie Cole	(coleer@indiana.edu)	Education/ELPS



Appendix A  
Informed Consent Statement for paper survey (US schools)

[Date]

Study # 08-13060

Dear new [institution] student:

As the [Signatory title], it's important to me that you get the most out of your time at [Institution name]. I know what [Institution nickname] has to offer you, but I really want to know what you think about your upcoming experiences here. Completing the Beginning College Survey of Student Engagement (BCSSE) will provide me and other administrators with information directly from our new students to help us improve our curriculum and general campus life.

Your participation in this study is voluntary. This survey is conducted on behalf of your institution by the Indiana University Center for Postsecondary Research; we will send your identified responses to your university for institutional assessment. No information associated with your name will be ever be released publicly, but personally identifiable survey responses may be inspected by the University and government organizations when required by law. The survey asks for your [Institution] student ID number and the first three letters of your last name, which accompanies your survey responses. We may use your ID and the first three letters of your last name to match your responses with [Institution] records for three reasons: (1) assessing new student programs, (2) providing individualized information to your academic advisor, and (3) to invite you to complete a possible follow-up survey this next spring. By completing the survey you give [Institution] permission to link your responses to your academic records, as well as to your responses to a possible follow-up survey.

For more information about the survey, email the Center for Postsecondary Research at [bcsse@indiana.edu](mailto:bcsse@indiana.edu) or call 812-856-5824. For information about the project on this campus or our interest in using the results, please contact [name of institution office or official, address, phone, and email]. With questions or concerns about your rights as a participant in this research project, contact the Indiana University Office of Human Subjects Committee at 812-855-3067 or [iub\\_hsc@indiana.edu](mailto:iub_hsc@indiana.edu).

Sincerely,

[Insert signatory name]

[Insert title]

Appendix B  
Informed Consent Statement for web survey (US schools)



Help



Contact Us



Save and Exit

## Beginning College Survey of Student Engagement 2010

### What it's about—

Your institution invites you to complete the Beginning College Survey of Student Engagement (BCSSE) which asks about some of your high school experiences and your expectations for college. The survey takes about 15-20 minutes to complete, and is given to thousands of new students each year. Your input will help us provide a better educational experience for new students, will allow us to compare your institution responses with those of students at other schools, and will be used in national studies of the undergraduate experience.

Your participation in this study is voluntary. This survey is conducted on behalf of your institution by the Indiana University Center for Postsecondary Research; we will send your identified responses to your university for institutional assessment. No information associated with your name will ever be released publicly, but personally identifiable survey responses may be inspected by the University and government organizations when required by law. The survey asks for your institution student ID number and the first three letters of your last name, which accompanies your survey responses. We may use your ID and the first three letters of your last name to match your responses with institution records for three reasons: (1) assessing new student programs, (2) providing individualized information to your academic advisor, and (3) to invite you to complete a possible follow-up survey this next spring. **By completing the survey you give institution permission to link your responses to your academic records, as well as to your responses to a possible follow-up survey.**

For information about the project on this campus or our interest in using the results, please contact your university BCSSE contact. With questions or concerns about your rights as a participant in this research project, you may contact the Indiana University Office of Human Subjects Committee at 812-855-3067 or [iub\\_hsc@indiana.edu](mailto:iub_hsc@indiana.edu).

### On to the survey—

If you have read this form and agree to take part in this survey, click the "I agree, proceed" button.

I agree, proceed

Print this page

**Reviewer please note:** The year '2010' at the top of the screen will be changed to '2011'. Also, IRB approval date at the bottom of the screen will be updated. Updated screen shots will be submitted when they are available.

Appendix C

Informed Consent Statement for web survey (Canadian schools)



Help



Contact Us

## Beginning University Survey of Student Engagement 2010

### What it's about—

Canadian Test University invites you to complete the Beginning University Survey of Student Engagement (BUSSE) which asks about some of your high school experiences and your expectations for university. The survey takes about 15-20 minutes to complete, and is given to thousands of new students each year. Your input will help us provide a better educational experience for new students, will allow us to compare Canadian Test University responses with those of students at other schools, and will be used in national studies of the undergraduate experience.

Your participation in this study is voluntary. This survey is conducted on behalf of your institution by the Indiana University Center for Postsecondary Research; we will send your identified responses to your university for institutional assessment. No information associated with your name will ever be released publicly, but personally identifiable survey responses may be inspected by the University and government organizations when required by law. The survey asks for your institution student ID number and the first three letters of your last name, which accompanies your survey responses. We may use your ID and the first three letters of your last name to match your responses with institution records for three reasons: (1) assessing new student programs, (2) providing individualized information to your academic advisor, and (3) to invite you to complete a possible follow-up survey this next spring. **By completing the survey you give institution permission to link your responses to your academic records, as well as to your responses to a possible follow-up survey.**

For information about the project on this campus or our interest in using the results, please contact Dr. John Doe, BUSSE Institutional Contact, BUSSE Office, BUSSE Office Lane, City Province, CT2 7NZ, Telephone 111-222-3333, E-mail [micpowel@indiana.edu](mailto:micpowel@indiana.edu). With questions or concerns about your rights as a participant in this research project, you may contact the Indiana University Office of Human Subjects Committee at 812-855-3067 or [iub\\_hsc@indiana.edu](mailto:iub_hsc@indiana.edu).

### On to the survey—

If you have read this form and agree to take part in this survey, click the "I agree, proceed" button.

I agree, proceed

Print this page

**Reviewer please note:** The year '2010' at the top of the screen will be changed to '2011'. Also, IRB approval date at the bottom of the screen will be updated. Updated screen shots will be submitted when they are available.

Appendix D  
Email Invitation to web survey (US schools)

“Invitation to participate for students completing ONLINE version”  
[Email sent by institution]

EMAIL HEADER INFORMATION

TO: [Student’s Email Address]  
FROM: [Signatory Person at Institution]  
SUBJECT: [Institution] wants your feedback!  
DATE: [date Email is sent]

BODY OF EMAIL MESSAGE

Study # 08-13060

Subject: [School Name] wants your feedback!

Dear new [institution] student:

As the [Signatory title], it’s important to me that you get the most out of your time at [Institution name]. I know what [Institution nickname] has to offer you, but I really want to know what you think about your upcoming experiences here. Completing the Beginning College Survey of Student Engagement (BCSSE) will provide me and other administrators with information directly from our new students to help us improve our curriculum and general campus life.

The survey is available at <http://www.bcsse.org>

If you have any difficulty logging in, please e-mail [help@bcsse.org](mailto:help@bcsse.org) or call 1-800-676-0390 for assistance. More information about BCSSE is at <http://bcsse.iub.edu>. You can e-mail them at [bcsse@indiana.edu](mailto:bcsse@indiana.edu) or call 812-856-5824.

If you have any questions about the project on this campus or our interest in using the results, please contact [Name of institution office or official, address, and phone number].

I want to thank you personally for considering this request.

Sincerely,

[Signatory name]  
[Signatory title]

Appendix E  
Email Invitation to web survey (Canadian schools)

EMAIL VERSION

“Invitation to participate for students completing ONLINE version”

EMAIL HEADER INFORMATION

TO: [Student’s Email Address]  
FROM: [Signatory Person at Institution]  
SUBJECT: [Institution] wants your feedback!  
DATE: [date Email is sent]

BODY OF EMAIL MESSAGE

Study # 08-13060

Subject: [School Name] wants your feedback!

Dear new [institution] student:

As the [Signatory title], it’s important to me that you get the most out of your time at [Institution name]. I know what [Institution nickname] has to offer you, but I really want to know what you think about your upcoming experiences here. Completing the Beginning University Survey of Student Engagement (BUSSE) will provide me and other administrators with information directly from our new students to help us improve our curriculum and general campus life.

The survey is available at <http://www.bcsse.org>

If you have any difficulty logging in, please e-mail [help@bcsse.org](mailto:help@bcsse.org) or call 1-800-676-0390 for assistance. More information about BUSSE is at [http:// http://bcsse.iub.edu](http://http://bcsse.iub.edu). You can e-mail them at [bcsse@indiana.edu](mailto:bcsse@indiana.edu) or call 812-856-5824.

If you have any questions about the project on this campus or our interest in using the results, please contact [Name of institution office or official, address, and phone number].

I want to thank you personally for considering this request.

Sincerely,

[Signatory name]  
[Signatory title]

Appendix F

Email reminder for web survey (US schools)

“Reminder/follow-up to participate for students completing ONLINE version”  
[Email sent by institution]

EMAIL HEADER INFORMATION

TO: [Student’s Email Address]  
FROM: [Signatory Person at Institution]  
SUBJECT: Your feedback to [institution] is important!  
DATE: [date Email is sent]

BODY OF EMAIL MESSAGE

Study # 08-13060

Subject: Your feedback to [institution] is important!

Dear new [institution] student:

Not long ago, you received an email requesting participation in a survey of new [Institution name] students. If you have not done so already, I hope you will take the time to complete this important survey. Completing the Beginning College Survey of Student Engagement (BCSSE) will provide me and other administrators with information directly from our new students to help us improve our curriculum and general campus life.

The survey is available at <http://www.bcsse.org>

If you have any difficulty logging in, please e-mail [help@bcsse.org](mailto:help@bcsse.org) or call 1-800-676-0390 for assistance. More information about BCSSE is at <http://bcsse.iub.edu>. You can e-mail them at [bcsse@indiana.edu](mailto:bcsse@indiana.edu) or call 812-856-5824.

If you have any questions about the project on this campus or our interest in using the results, please contact [Name of institution office or official, address, and phone number].

I want to thank you personally for considering this request.

Sincerely,

[Signatory name]  
[Signatory Title]

Appendix G  
Email reminder for web survey (Canadian schools)

“Reminder/follow-up to participate for students completing ONLINE version”  
[Email sent by institution]

EMAIL HEADER INFORMATION

TO: [Student’s Email Address]  
FROM: [Signatory Person at Institution]  
SUBJECT: Your feedback to [institution] is important!  
DATE: [date Email is sent]

BODY OF EMAIL MESSAGE

Study # 08-13060

Subject: Your feedback to [institution] is important!

Dear new [institution] student:

Not long ago, you received an email requesting participation in a survey of new [Institution name] students. If you have not done so already, I hope you will take the time to complete this important survey. Completing the Beginning University Survey of Student Engagement (BUSSE) will provide me and other administrators with information directly from our new students to help us improve our curriculum and general campus life.

The survey is available at <http://www.bcsse.org>

If you have any difficulty logging in, please e-mail [help@bcsse.org](mailto:help@bcsse.org) or call 1-800-676-0390 for assistance. More information about BUSSE is at <http://bcsse.iub.edu>. You can e-mail them at [bcsse@indiana.edu](mailto:bcsse@indiana.edu) or call 812-856-5824.

If you have any questions about the project on this campus or our interest in using the results, please contact [Name of institution office or official, address, and phone number].

I want to thank you personally for considering this request.

Sincerely,

[Signatory name]  
[Signatory Title]

Appendix H  
BCSSE survey



**9** During your last year of high school about how often did you do each of the following?

	Very often	Often	Some-times	Never
	▼	▼	▼	▼
a. Asked questions in class or contributed to class discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Made a class presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Came to class without completing readings or assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Discussed grades or assignments with a teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Worked with other students on projects <b>during class</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Worked with classmates <b>outside of class</b> to prepare class assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Prepared two or more drafts of a paper or assignment before turning it in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Had serious conversations with students of a different race or ethnicity than your own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Discussed ideas from your readings or classes with teachers outside of class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Discussed ideas from your readings or classes with others outside of class (students, family members, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Talked with a counselor, teacher, or other staff member about college or career plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Had serious conversations with students who are very different from you in terms of their religious beliefs, political opinions, or personal values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Missed a day of school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**10** Did you take the SAT and/or ACT?

Yes       No

If yes, please write your scores below (as best you remember):

SAT (possible range=200-800)

Critical Reading

Mathematical Reasoning

Writing

ACT (possible range=1-36)

Composite

**11** During your high school years, how involved were you in the following activities at your school or elsewhere?

	Not involved	1	2	3	4	5	Highly involved
	▼	▼	▼	▼	▼	▼	▼
a. Performing or visual arts programs (band, chorus, theater, art, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Athletic teams (varsity, junior varsity, club sport, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Student government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Publications (student newspaper, yearbook, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Academic honor societies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Academic clubs (debate, mathematics, science, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Vocational clubs (business, health, technology, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Religious youth groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Community service or volunteer work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**12** Overall, how academically challenging was your high school?

Not at all challenging      Extremely challenging

▼      ▼

1       2       3       4       5       6

**College Experiences**

**13** During the coming school year, about how many hours do you think you will spend in a typical 7-day week doing each of the following?

a. Preparing for class (studying, reading, writing, doing homework or lab work, analyzing data, rehearsing, and other academic activities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0	1-5	6-10	11-15	16-20	21-25	26-30	More than 30
	Hours per week							
b. Working for pay on- or off- campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0	1-5	6-10	11-15	16-20	21-25	26-30	More than 30
	Hours per week							
c. Participating in co-curricular activities (organizations, campus publications, student government, fraternity or sorority, intercollegiate or intramural sports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0	1-5	6-10	11-15	16-20	21-25	26-30	More than 30
	Hours per week							
d. Relaxing and socializing (watching TV, partying, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0	1-5	6-10	11-15	16-20	21-25	26-30	More than 30
	Hours per week							



**18 How important is it to you that your college or university provides each of the following?**

	Not important			Very important		
	1	2	3	4	5	6
a. A challenging academic experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Support to help you succeed academically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Opportunities to interact with students from different economic, social, and racial or ethnic backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Assistance coping with your non-academic responsibilities (work, family, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Support to help you thrive socially	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Opportunities to attend campus events and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**19 About how much of your college expenses (tuition, fees, books, room & board) this year will be provided by each of the following sources?**

	None	Less than half	Half or more	All or nearly all	Do not know
a. Scholarships and grants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Student loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Parents/family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Self (work on-campus or off-campus, savings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**20 Did you receive a Federal Pell Grant?**

Yes     No     Do not know

**21 What do you expect most of your grades will be at this college during the coming year?**

(Select only one.)

A     B     C

A-     B-     C- or lower

B+     C+     Grades not used

**22 Do you intend to graduate from this college?**

Yes     No     Uncertain

**23 What is the highest academic degree that you intend to obtain at this or any college?**

(Select only one.)

Associate's degree (A.A., A.S., etc.)

Bachelor's degree (B.A., B.S., etc.)

Master's degree (M.A., M.S., etc.)

Doctoral degree (Ph.D., M.D., J.D., etc.)

Uncertain

**Additional Information**

**24 What month are you completing this survey?**

<input type="checkbox"/> Jan	<input type="checkbox"/> May	<input type="checkbox"/> Sep
<input type="checkbox"/> Feb	<input type="checkbox"/> Jun	<input type="checkbox"/> Oct
<input type="checkbox"/> Mar	<input type="checkbox"/> Jul	<input type="checkbox"/> Nov
<input type="checkbox"/> Apr	<input type="checkbox"/> Aug	<input type="checkbox"/> Dec

**25 Do you know what your major will be?**

No

Yes, specify:

**26 Are you, or will you be, a full-time student this fall term?**

Yes     No

**27 How many of your close friends will attend this college during the coming year?**

None     1     2     3     4 or more

**28 Your sex:**

Female     Male

**29 Are you an international student or foreign national?**

Yes     No

**30 What is your racial or ethnic identification?**  
(Select only one.)

American Indian or other Native American

Asian, Asian American, or Pacific Islander

Black or African American

White (non-Hispanic)

Mexican or Mexican American

Puerto Rican

Other Hispanic or Latino

Multiracial

Other

I prefer not to respond

**31 Please indicate whether your parents completed a 4-year college degree.**

	Completed 4-year degree	Did not complete 4-year degree	Do not know
Mother (or guardian)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Father (or guardian)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**32 How far is your home from this college?**

<input type="checkbox"/> 20 miles or less	<input type="checkbox"/> 101-200 miles
<input type="checkbox"/> 21-50 miles	<input type="checkbox"/> 201-400 miles
<input type="checkbox"/> 51-100 miles	<input type="checkbox"/> More than 400 miles

**THANKS FOR SHARING YOUR RESPONSES!**

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Appendix I  
Required Survey Administration Protocol Instructions



Required Survey Administration  
Protocol Instructions

Thank you for choosing the *Beginning College Survey of Student Engagement* (BCSSE). This document lists the responsibilities of the Campus Project Manager and required protocols designed to protect the rights of all research participants.

#### Responsibilities of the Campus Project Manager

##### 1. Serve as liaison between the institution and BCSSE.

As your institution's designated contact with BCSSE, you will oversee and support all BCSSE project activities on your campus. This includes acting as the liaison between BCSSE staff and your institution, as well as the students participating in the survey.

##### 2. Coordinate the local survey administration process on your campus.

The Campus Project Manager oversees the administration, collection, and return of the surveys. Since BCSSE is a locally administered survey, a portion of the Campus Project Manager's role is to organize staff on the campus to distribute the surveys. Key to managing the project is assuring that staff adheres and follows local survey research protocols and human subjects policies.

##### 3. Return completed surveys to BCSSE upon completion of data collection.

#### Administration

Paper surveys can be distributed in one of two ways: individual or group setting.

1. In an individual administration, the student is provided an Informed Consent Statement, the survey, and method for returning the survey as decided by your college. An example of an individual administration would be the survey is mailed to the student via US postal or campus mail by his/her college.

2. A group setting would include a mass administration to more than one student (e.g., classroom setting) where the students are asked to complete the survey during that setting. In this situation the student is also provided an "Informed Consent Statement" and the survey. In addition, a script is provided to proctors to read aloud to students in the "Paper Group Administration" as described below.

Web surveys can also be distributed in one of two ways: individual or group setting.

1. In an individual web administration, the student is provided information that includes how to access the web survey. An example of an individual Web administration would be the institution providing the student the Web BCSSE invitation that contains the web address of the survey. It is then up to the student to go to the website on their own time to complete the survey. An additional example of individual web administration would be that the college emails the Web BCSSE invitation to the student requesting their participation in the web survey.

2. A group setting would include a mass administration to more than one student (e.g., classroom setting) where the students are asked to complete the web survey during that setting. This would most likely take place in a computer lab setting. In this situation the student is provided the Web BCSSE invitation the same as the individual web administration described above. In addition, a script is provided to proctors to read aloud to students in the Web Group Administration (see below).

*All materials for administration are located in the BCSSE web Interface: <https://websurv.indiana.edu/cpr/login.cfm>*

The procedures described below are *required* parts of the research protocol for a Beginning College Survey of Student Engagement (BCSSE) local administration by the Indiana University Bloomington Committee for the Protection of Human Subjects (IUB HSC). Any changes to procedures or a message template required by your local Institutional Review Board will also need to be approved by IUB HSC before survey administration can begin. Contact BCSSE staff regarding the process for making any changes.

### Informed Consent Message Template

Please use only IUB HSC approved message templates when creating your communications with students, following the steps outlined below:

- (1) Insert your institution's information in the appropriate fields.
- (2) Remove the brackets around these fields.
- (3) Do not alter the wording of the informed consent statement.
- (4) Do not remove the study number or the text box that contains the stamp indicating IRB approval.
- (5) Print one copy of the Informed Consent Statement to accompany every copy of the BCSSE survey you plan to distribute locally.

### Additional Survey Distribution Procedures Required for Classroom or other Established Group Settings

Please follow all directions below as part of the procedure for distributing the BCSSE surveys:

- (1) Individuals distributing surveys in a classroom or other established setting must have no evaluative relationship with those asked to participate (Ex: A faculty member may not administer surveys to students currently enrolled in their own course.)
- (2) Please read the appropriate script depending on whether you are providing the paper BCSSE survey or asking students to go to our website to access the survey.

*For PAPER GROUP ADMINISTRATION*, the facilitator must read the script below before passing out the survey instruments:

“The survey I am about to distribute asks you to tell us about your high school and expected college experiences. Information from the Beginning College Survey of Student Engagement is used by [INSTITUTION] faculty and administrators and by other higher education leaders to improve the collegiate experiences of undergraduates. The Informed Consent Statement that I pass out with the survey describes the voluntary nature of the survey and who you can contact for additional information about this. Please keep this statement in case you have any questions after the survey. If you do not wish to participate in this survey, you may turn in the blank survey without any penalty.”

*For WEB GROUP ADMINISTRATION*, the facilitator must read the script below before directing students to access the web survey instrument:

“The information sheet I am about to distribute asks you to complete an on-line web survey regarding your high school and expected college experiences. Information from the Beginning College Survey of Student Engagement is used by [INSTITUTION] faculty and administrators and by other higher education leaders to improve the collegiate experiences of undergraduates. The Informed Consent Statement that precedes the survey describes the voluntary nature of the survey and who you can contact for additional information about this. Please keep this statement in case you have any questions after the survey. If you do not wish to participate in this survey, you may turn in the blank survey without any penalty.”

- (3) Pass out one survey and one Informed Consent Statement for each student asked to participate.
- (4) Collect surveys at the end of the administration period and return them to the designated BCSSE contact person on your campus.