

BCSSE Registration 2010

Finalize Registration for Beginning College Survey of Student Engagement 2010 (Institutional Participation Agreement)

Yes, we understand and agree that:

- BCSSE Survey administrations adhere to federal regulations pertaining to the protection of human subjects (45CFR46). The BCSSE survey protocol is approved annually by the Institutional Review Board (IRB) at Indiana University Bloomington. Any changes to the survey protocol for our institution will be reviewed by the IUB HSC. We will check with our home institutional review board to ensure adherence to institutional guidelines regarding the protection of human subjects.
- BCSSE is a locally administered survey, which means that our institution will be responsible for contacting entering first-year students to solicit their participation, regardless of mode of administration.
- BCSSE project staff will use the data in the aggregate for national and sector reporting purposes and other undergraduate improvement initiatives. BCSSE may also make data in which individual institutions cannot be separately identified available to researchers interested in studying the undergraduate experience.
- We can use our BCSSE data for institutional purposes.
- BCSSE results specific to our institution and identified as such will not be made public by BCSSE except by mutual agreement between BCSSE and our institution.
- By registering for BCSSE 2010, we will be charged a \$300 Institutional Participation Fee (\$400 if we register after June 11th) that is nonrefundable if we withdraw at any point. Additional information regarding credits and refunds participation costs is provided below.

For paper or mixed administration

- Full refund of costs (minus participation fee) if institution withdraws prior to June 11 (end of early registration)
- Partial refund of costs (minus participation fee) if institution cancels their administration after the BCSSE paper surveys are shipped (typically one month prior to start of administration) but before their administration start date. Refund of \$1.50 per survey shipped will be credited back to the institution. Institutions do not need to return unused surveys. However, unused BCSSE 2010 surveys cannot be used in 2011.
- No refund of costs if institution cancels their administration after the administration start date.

For Web administration

- Full refund of costs (minus participation fee) if institution withdraws prior June 11 and/or start of their administration date.
- No refund of costs if institution cancels their administration after the administration start date.

Note: Invoices are based on the fees for the administration mode selected by the institution. There is no credit or refund for institutions with low response rates or fewer completions than anticipated, even if unused surveys are returned to BCSSE.