

SUGGESTED TEXT FOR THE WAVE 1 INSTITUTIONAL COVER LETTER

[*On institutional letterhead*]

Spring 2007

Dear [*name of student*]:

The Higher Education Research Institute at UCLA is currently conducting a survey of first-year college students. While we know that this is a busy time of year, we would appreciate your taking a few moments to complete the enclosed questionnaire.

This survey collects information about the experiences of our first-year students. Based on the survey results provided by the Higher Education Research Institute, we hope to improve our student services, strengthen our efforts at meeting the needs of first-year students, and enrich student life overall. Your participation in this research survey may help us to accomplish these goals and thus may benefit future generations of college students.

Your participation in this research is strictly voluntary. Furthermore, your response (or decision not to respond) will not affect your relationship with [*name of student's institution*]. We ask for your name and address so that the researchers at UCLA can merge your responses with your feedback on previous surveys or with other campus 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.**

Your participation is important to the success of this survey project. We hope you will participate by completing the enclosed questionnaire and returning it to [*institutional contact information*] as soon as possible. You may fill out this questionnaire with a pen (blue or black ink only) or pencil. Your completion and return of the enclosed questionnaire indicate your consent to participate in the project (please read the attached "Survey Information Sheet" for more information about your rights as a research subject). If you have any questions, please feel free to contact [*name of survey representative at institution*] at [*representative's phone number and/or email address*]. If you have questions about your rights as a research subject, you may contact the Office for Protection of Research Subjects, 1401 Ueberroth Building, UCLA, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.

Thank you!

Sincerely,

[*electronic signature of respected campus official*]

Title of official