

STUDENT SURVEY GUIDELINES

Purpose

Surveying students is a valuable method to gain information and new insights to further support our work in designing student experiences that enhance their success at the University of Arizona. Through these efforts, students often receive multiple surveys from departments, faculty, and student organizations throughout the academic year. This leads to students feeling overwhelmed and survey fatigued, resulting in the erosion of response rates for on-campus surveys over time. This challenges our ability to gain representative samples and generalize findings. Furthermore, a lack of centralized survey administration efforts results in duplication of efforts and missed opportunities to share and use findings.

The purpose of these guidelines is to advance the following goals:

- Ethical survey practices and protection of student privacy
- Decrease survey fatigue, especially for oversampled student populations
- Improve the quality of information collected by ensuring surveys are well-designed and appropriately administered
- Effective dissemination and use of survey results

Overview

Surveys requiring a sample of over 200 students need to be reviewed prior to its administration by the Assessment, Research, and Grant Development Office. Surveys will be evaluated and supported based on the following conditions:

- Relevance: The survey has a clear purpose and will benefit students
- Need: Recent data do not already exist
- Survey Content & Design: The drafted survey is well-designed
- Timing: The timing of the survey does not compete with scheduled surveys

Survey Submission Process

To submit a request to survey students, the following Student Survey Guidelines Form should be completed and sent to AssessmentResearch@email.arizona.edu with an attached draft of your survey (Microsoft Word version).

Requests should be submitted a minimum of three months prior to its anticipated administration to ensure full consideration. Submissions received after this will be reviewed on a case-by-case basis. The Office of Assessment, Research, and Grant Development will provide conditional approval with required changes, full approval, or denial. If denied, the office will work with the primary contact toward meeting information needs through alternative methods or survey distribution time periods.

Consultation and questions regarding surveys can be directed to the [Office of Assessment, Research, and Grant Development](#).



SURVEY REQUEST FORM

Please complete the following form and attach an electronic (Microsoft Word version) copy of your proposed survey to AssessmentResearch@email.arizona.edu. A staff member from the office of Assessment, Research, and Grant Development will contact you regarding approval and next steps. Consultation and questions regarding surveys and the Student Survey Guidelines can be addressed to the Office of Assessment, Research, and Grant Development. Form must be downloaded before completed.

Primary contact information of survey coordinator

Name:	
Title:	
Department/Unit:	
Email:	

Purpose and Overview

Survey Title:	
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Describe the purpose of the survey and how results will be used:

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Provide a brief overview of the survey content (e.g. Outcomes, Measures):

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Method

Characterize the student population you are looking to survey (e.g. Representative sample of the UA student body, Seniors enrolled in STEM programs):

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Outline the desired timeline, potential incentives (e.g. Gift cards), and method of delivery (e.g. online through Campus Labs, in-person):

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