



Student Well-being Institutional Support Survey (SWISS) Institution Participation Agreement

1) Campus Contact Information

Name: _____ Email: _____
Title: _____ Phone: _____
Institution name: _____

2) Administration Dates

We recommend access to SWISS remain open for three weeks on your campus.

Survey start date: _____ End date: _____

3) Survey Population

Total undergraduate population: _____ How many students will you survey: _____

Description of students surveyed (e.g. all undergraduates [recommended]; first-year students only):

4) Incentives

Will you offer incentives? YES No

If YES, to whom? ALL STUDENTS WHO COMPLETE RANDOM DRAWING

Describe your incentives: _____

5) Participating institution agrees to pay a non-refundable \$500 registration fee and a \$2,000 administration fee for their SWISS administration. The registration fee must be paid before an administration can take place. The administration fee is due within 30 days of the close date of the institution's SWISS administration.

6) By signing this participation agreement, you agree that your institution will provide SWISS with a data file containing student first names, last names, and email addresses. SWISS and its researchers are bound by the U.S. Family Educational Rights and Privacy Act (FERPA), and will exercise due care in handling student data. Should SWISS researchers become aware of a data breach, they will notify participating institutions a timely manner.

7) SWISS will send an invitation and three reminder messages to your students, asking them to complete the survey. Student email addresses will not be used by SWISS for any purpose other than recruitment for this survey. After survey administration, SWISS will return a data file of identified responses, frequency reports, and an aggregate report to you. SWISS will use the aggregate results from all participating institutions to conduct research on perceptions of institutional support for student well-being. Participating institution name may be identified, but no institution-level responses or individual respondent will ever be identified as part of this research. Participating institutions also agree not to require participation in SWISS by any student, nor to present responses as anonymous rather than confidential. Participating institutions further agree not to intentionally identify individual student responses in their data files.

Signature of Campus Contact

Date

When complete, please email a .pdf file of this form to Dr. Bridget Yuhas, Principal Investigator for SWISS, at swiss@butler.edu.