

# Survey Registration Form

Q1 Thank you for submitting your request to administer a survey to the Bowie State University community. The Survey Coordinating Committee (SCC) will review and provide timely and constructive feedback on all survey requests. CSCC will consult campus leadership as needed to resolve problems posed by overlapping or conflicting surveys, or other related issues.

- Please complete the survey request form at least 6-8 weeks in advance of the intended survey launch date.
- Submission of this form does not constitute approval to administer. You will be contacted once the request is reviewed.
- Be sure to contact the Institutional Review Board to determine if your survey requires IRB approval. See the IRB webpage for information.

Please note: Keep in mind midterm and final exams and breaks such as spring break, winter break, Thanksgiving, etc., when administering surveys. If you have questions about survey research or this form, contact the Office of Planning, Analysis, & Accountability at [opaa@bowiestate.edu](mailto:opaa@bowiestate.edu)

Q2 Survey Name/Title

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Q3 Primary Survey Administrator Name

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Q4 Primary Survey Administrator Email Address

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Q5 What is the survey's **proposed launch/start date**? Please use mm/dd/yyyy format

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Q6 What is the survey's **proposed close/end date**? Please use mm/dd/yyyy format

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Q7 Has this survey been conducted in the past by you/your office or by OPAA on your behalf?

- No
  - Yes
  - Unsure/Don't know
- 

Q8 Please specify your division

- Academic Affairs
  - Administration and Finance
  - Enrollment Management and Student Affairs
  - Information Technology
  - Intercollegiate Athletics and Recreation
  - Office of the President
  - Philanthropic Engagement
  - University Relations and Marketing
  - Executive Vice President and General Counsel
  - Other (please specify) \_\_\_\_\_
-

8a Please specify the **Academic Affairs** college/department

- College of Arts and Sciences
  - College of Business
  - College of Education
  - College of Professional Studies
  - The Graduate School
  - Academic Advisement Center
  - Career Development Center
  - Center for Academic Programs Assessment (CAPA)
  - Center for Excellence in Teaching and Learning (CETL)
  - Continuing Education & External Programs
  - Disability Support Services
  - Engaged Learning & Student Support
  - Entrepreneurship Academy
  - Honors Program
  - Office of Experiential & Integrative Learning
  - Office of International Education & Student Services
  - Office of Planning, Analysis, & Accountability (OPAA)
  - Office of Research & Sponsored Programs (ORSP)
  - Office of Academic Transformation
  - Student Success Center
  - Thurgood Marshall Library
  - University Testing Services
  - Writing Center
  - Other (please specify) \_\_\_\_\_
-

Q7b Please specify the **Administration and Finance** department

- Human Resources
  - Insurance Office
  - Office of Auxiliary Services
  - Office of the Controller
  - Office of Budget and Finance
  - Office of Facilities Management
  - Office of Procurement
  - Office of Student Accounts
  - Police and Public Safety
  - Other (please specify) \_\_\_\_\_
- 

Q8c Please specify the **Enrollment Management and Student Affairs** department

- Admissions
  - Alcohol, Tobacco, and Other Drug Prevention Center (ATOD)
  - Counseling Services
  - Financial Aid
  - Henry Wise Wellness Center
  - Office of Residence Life
  - Office of Student Engagement
  - Office of Student Conduct and Community Standards
  - Registrar
  - Other (please specify) \_\_\_\_\_
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Q8d Please specify the **Information Technology** department

- Academic Computing & Online Course Support
  - Digital Transformation
  - Enterprise Application Support
  - Enterprise Functional Support
  - Enterprise Support Services
  - Information Systems & Application Security
  - Media Operations
  - Systems Engineering & Networking
  - Telecommunications
  - Other (please specify) \_\_\_\_\_
- 

Q8e Please specify the **Intercollegiate Athletics and Recreation** department

- Athletics
  - Athletic Training
  - Compliance and Facility Management
  - External Affairs
  - Intermural, Recreation, Club Sports, and Game Management
  - Other (please specify) \_\_\_\_\_
- 

Q8f Please specify the **Office of the President** department

- President
  - Title III
  - Economic Development and Strategic Engagement
  - Other (please specify) \_\_\_\_\_
-

Q8g Please specify the **Philanthropic Engagement** department

- Alumni Engagement & Stewardship
  - Advancement Services
  - BSU Foundation
  - Development
  - Other (please specify) \_\_\_\_\_
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Q8h Please specify the **University Relations & Marketing** department

- Creative Strategy
  - Marketing and Communications
  - Media and Public Relations
  - Other (please specify) \_\_\_\_\_
- 

Q8i Please specify **Executive Vice President and General Counsel** department

- Institutional Programming
  - Staff Attorney
  - Equity Compliance and University Ombudsperson
  - Government Relations
  - Other (please specify) \_\_\_\_\_
-

Q9 What is your current position or role?

- Faculty
  - Staff
  - Student
  - Administrator
  - Alumni
  - Emeriti
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Display This Question:

*If What is your current position or role? = Student*

Q9a What student type are you?

- Undergraduate
  - Graduate - Master
  - Graduate - Doctoral
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Page Break

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Display This Question:

*If What is your current position or role? = Student*

Q9b Who is your faculty advisor?

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Display This Question:

*If Has this survey been conducted in the past by you/your office or by OPAA on your behalf? = Yes*

Q7a Please provide details about past surveys conducted.

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Q10 What question(s) are you trying to answer from this survey? What are you trying to learn?  
What is your research question(s)?

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Q11 Who is being surveyed?

- Student
- Faculty
- Staff
- Alumni
- Other (please specify)

*Display This Question:*

*If Who is being surveyed? = Student*

Q12 Which students are being surveyed?

- Prospective students
  - New first-year/freshman
  - Returning first-year/freshman
  - Sophomore
  - Junior
  - Senior
  - New undergraduate transfer
  - New graduate
  - Returning graduate
  - Alumni
  - Unsure/Don't know
  - Other (please specify)
-

Q13 How will participants be selected?

- Population (everyone)
  - Sample (selection of respondents) - OPAA can assist with student or faculty staff sampling
  - Unsure/Don't know
  - Other (please specify)
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Q14 How will the survey be distributed? (select all that apply)

- Email
  - Mail
  - Face to Face/In-person
  - Posted on a webpage
  - Posted in social media
  - Included in a college publication
  - Other (please specify)
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Q15 What software platform are you using to distribute the survey?

- University survey software (Qualtrics)
  - Microsoft Form
  - External survey already developed
  - Another platform (please describe)
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Q16 Will you require OPAA to create the instrument and/or distribute?

- Do not need OPAA assistance
  - Need OPAA's assistance to create instrument in Qualtrics
  - Need OPAA's assistance to develop or edit the questions
  - Need OPAA's assistance to distribute the survey
  - Need OPAA's assistance to create AND distribute the survey
  - Not sure
  - Other (please specify)
- 

Q17 Will survey question(s) ask for personal identifiable information such as names, ID numbers, email addresses, major, etc.?

- Yes
  - No
  - Unsure/don't know
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Q18 Will this survey have incentives for completion? *Please note that incentives may only be offered to students. Incentives are not permitted for faculty and staff.*

- Yes
  - No
  - Unsure/don't know
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*Display This Question:*

*If Will this survey have incentives for completion? Please note that incentives may only be offered... = Yes*

Q19 What are the incentives?

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Q20 Please attach the survey instrument/questions

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Q21 Please attach the Institutional Review Board (IRB) communication

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Q22 Please attach the survey invitation/communication (cover letter/email)? If there are multiple communications, please create a single document to upload)

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Q23 Please attach any additional documentation such as memos, grant information, etc.

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Q24 Any additional comments or information?

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