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**SUBJECT: STUDENT SURVEY PROCEDURES**

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- I. PURPOSE: To establish policy for the administration of surveys.
- II. POLICY
  1. The University recognizes that, periodically, faculty, staff or students participate in or prepare surveys of opinion or of community or business operations.
  2. To ensure that such surveys have been approved and that the University is informed of such activity, approval of the survey shall be obtained from the department in question, from the Vice President for Planning and Technology and from the appropriate reporting Vice President.
  3. School districts require that student or personnel visits from the University be coordinated through the College of Education. The Dean of the College of Education or the department chair in teacher education should be contacted before any visit or assessment.