

# Survey Introduction Example

## EXAMPLE OF A SURVEY INTRODUCTION

*NOTE: This would all be one paragraph, but the sections are separated for ease of identification.*

During the fall of 2005, you received a Violation Form, or V-Form, from your hall director or other staff member on campus.

**Comment [GWH1]:** Describes why student was contacted.

The Judicial and Mediation Programs Office wants to improve the V-Form process related procedures for handling cases of alleged misconduct.

**Comment [GWH2]:** This explains what the survey is about.

Obtaining feedback from students is vital to the review process. Let your voice be heard.

**Comment [GWH3]:** Reinforces importance of students' feedback.

We would appreciate your taking the time to complete the following survey.

**Comment [GWH4]:** Request for help.

It should take about five minutes of your time.

**Comment [GWH5]:** Describes amount of time needed.

Your responses are voluntary and will be confidential. Responses will not be identified by individual. All responses will be compiled together and analyzed as a group.

**Comment [GWH6]:** Answers are confidential and aggregate.

If you have any questions or concerns, please contact Sally Sundance, Senior Assistant Vice President for Student and Academic Services at 123-45678 or sally@emailaddress. If you have any questions about your rights as a research subject you may contact Ronda Hollinsworth in the Office of Sponsored Research at 603-123-4567 or ronda@emailaddress to discuss them.

**Comment [GWH7]:** Contact information for questions or concerns.

Thank you,

**Comment [GWH8]:** Thanks for participants' help.

Joni Johnson  
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**Comment [GWH9]:** Signature of influential individuals.

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