



Louisiana Center Addressing Substance Use
in Collegiate Communities
Louisiana Board of Regents
1201 North 3rd Street, Suite 6-200
Baton Rouge, LA 70802
phone: 225-342-4253 • fax: 225-342-9318

FORM 4: Status of Obtaining Student Sample

Name of Institution: _____

Liaison Name (printed): _____ Date: _____

PAPER/PENCIL SURVEY: Please complete this section

► **Obtained approval** from Academic Affairs for classroom administration: ☐ YES ☐ NO

If no, please indicate status below:

☐ We submitted our request and are awaiting approval. ☐ Our request was denied.

► **Completed arrangements** with the appropriate office to identify a group of classes that will provide a **representative sample** of undergraduate students: ☐ YES ☐ NO

If no, please describe status: _____

► **Contacted department chairs and/or faculty** to gain approval to administer the survey in this selected group of classes: ☐ YES ☐ NO

If no, please describe status: _____

ONLINE SURVEY: Please complete this section

► **Completed arrangements** for a **random sample** with the appropriate office: ☐ YES ☐ NO

If no, please describe status: _____

► We have **completed arrangements with our IT Office** to email the survey invitation and reminder messages to students: ☐ YES ☐ NO

If no, please describe status: _____

► If offering an **incentive** to students, we have **arranged for a separate email account** where students can go to register for drawing: ☐ YES ☐ NO ☐ N/A

If no, please describe status: _____

Please return this form by Friday, January 17, 2025 by email at lacasu@laregents.edu or by FAX to 225-342-9318.