**Invitation and Reminder Templates for the DLE Survey**

CIRP provides these templates as samples of invitation and reminder correspondence. Campuses should customize the invitation and reminder messages sent to students in order to maintain a tone that is consistent with campus culture. You may edit any language in the invitations and reminders, including From, Subject, Email Content (**except Mandatory Language in bold**), and the Message Close, including the signature/title information. *You will have the opportunity to edit the text in the HERI portal when you select your customized survey options*. *You may also use the sample text if you choose to send your invitations and reminders directly from your institution (you must include the Mandatory Language).*

**Initial invitation**

*From:* Higher Education Research Institute

*Subject:* Diverse Learning Environments Survey Invitation

**Dear <student name>**

Please tell us about you! [*Insert your institution name here*] is participating in a national survey about college students. Conducted by the Higher Education Research Institute at UCLA, this survey asks your opinion on many items relevant to examining the impact of college. Every year, students from colleges and universities across the country are asked to participate in the Diverse Learning Environments Survey. It asks about your academic work, your interaction with faculty and peers, your participation in campus activities, your perceptions of the climate on campus, and your use of campus services.

Results from this survey are used by faculty and administrators at [*insert your institution name here*] and by higher education researchers to understand and improve the undergraduate college experience.

**The website for the survey is: INSERT SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, "copy and paste" the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Diverse Learning Environments Survey

Higher Education Research Institute

**Reminder 1**

*From:* Higher Education Research Institute

*Subject:* Diverse Learning Environments Survey Reminder

**Dear <student name>**

Recently we sent you a request to participate in an important survey about college students conducted by [*insert your institution name here*] and the Higher Education Research Institute (HERI) at UCLA. Please consider adding feedback on your experience as a student.

**The website for the survey is: INSERT SURVEY LINK. Simply click the link to go directly to the survey. If this does not work, "copy and paste" the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Diverse Learning Environments Survey

Higher Education Research Institute

**Reminder 2**

*From:* Higher Education Research Institute

*Subject:* Diverse Learning Environments Survey Reminder

**Dear <student name>**

This is a reminder that we are conducting an important survey about college students.

**The website for the survey is: INSERT SURVEY LINK. Simply click the link to go directly to the survey. If this does not work, "copy and paste" the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Diverse Learning Environments Survey

Higher Education Research Institute

**Reminder 3**

*From:* Higher Education Research Institute

*Subject:* Diverse Learning Environments Survey Final Reminder

**Dear <student name>**

This is a final reminder that we are conducting an important survey about college students.

**The website for the survey is: INSERT SURVEY LINK. Simply click on the link to go directly to the survey. If this does not work, "copy and paste" the address into your Internet browser’s address bar.**

**Your participation in this survey is completely voluntary. Your responses to the questionnaire indicate your consent to participate (please read the “Survey Information Sheet” on the survey website for more information).**

Thank you for participating in this important survey of college students.

Sincerely,

Kevin Eagan, Ph.D.

Director, Diverse Learning Environments Survey

Higher Education Research Institute