**Pre-notification Templates for the DLE Survey**

We encourage you to share information about your school’s participation in the Diverse Learning Environments (DLE) Survey prior to administration. Informing students of the importance and value of the survey results for your institution can improve your response rates. We offer a template for you to distribute to faculty and staff, as well as a template to send to students. You can also use our [DLE Survey Promo Pack](http://www.heri.ucla.edu/promo-dle-2017.php) items to communicate information about the DLE Survey via social media or displaying posters/flyers on campus. We suggest that you send your pre-notification emails a few days to one week prior to your DLE Survey administration.

*Pre-notification letter for faculty/staff:*

*Subject Line*: Diverse Learning Environments at {INSERT Institution Name}

Dear Colleague:

Assessing campus climate is more important than ever before. By capturing our students’ perceptions on diversity and campus climate issues, we can better understand their needs and what we can do to improve the student learning environment here at {INSERT Institution Name}.

{INSERT Institution Name} is participating in the Diverse Learning Environments (DLE) Survey, a national campus climate survey developed by the Higher Education Research Institute at UCLA. With the results from the DLE Survey, we can assess the campus climate for diversity, both in and out of the classroom, and make the necessary changes to ensure that we are providing a supportive learning environment, which can lead to higher graduation rates and other positive student outcomes.

We are asking you to support this initiative by encouraging {Institution Name} students to complete the survey. In the next week or so, they will receive an email from {INSERT Name of person conducting survey} in the {INSERT Office conducting survey}. The DLE Survey will be open for students from {INSERT administration dates}. This online survey will take approximately 35 minutes to complete. Please assure students that {INSERT Institution Name} and the researchers at the Higher Education Research Institute have taken every measure to ensure the confidentiality of the data collected.

If you have any questions regarding the Diverse Learning Environments Survey, please contact {INSERT Name and contact info of person/office conducting survey}.

Thank you in advance for supporting this endeavor.

Sincerely,

{Insert Name & Title of Institution Official such as President or Provost}

*Pre-notification letter for students:*

*Subject Line*: Diverse Learning Environments at {INSERT Institution Name}

Dear {INSERT Student Name}:

In a few days you will receive an email invitation to participate in an online student survey. {INSERT Institution Name} is participating in the Diverse Learning Environments (DLE) Survey, a national campus climate survey developed by the Higher Education Research Institute at UCLA. With the results from the DLE Survey, we can assess the campus climate for diversity, both in and outside of the classroom, and make the necessary changes to ensure that we are providing you with a supportive learning environment.

We are asking you to support this initiative by completing the DLE Survey. You will receive an email from {INSERT Name of person conducting survey} in the {INSERT Office conducting survey}. The DLE Survey will be open from {INSERT administration dates}. This online survey will take approximately 35 minutes to complete.

Your confidentiality is assured by officials at {INSERT Institution Name} and the researchers at the Higher Education Research Institute.

{INSERT details about incentives here if applicable to your campus.}

Thank you in advance for your time in supporting this important endeavor. If you have any questions, please do not hesitate to contact {INSERT Name and contact info of person conducting survey}.

Sincerely,

{Insert Name & Title of Institution Official such as President or Provost}