



Louisiana Center Addressing Substance Use  
 in Collegiate Communities  
 Louisiana Board of Regents  
 1201 North 3<sup>rd</sup> 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](mailto:lacasu@laregents.edu) or by FAX to 225-342-9318.