

Graduate Student “Request to Survey BSU Constituents” Form

Use this form to request permission to survey student and/or employee populations at Bemidji State University.

This form and the following documents must be addressed to the Vice President for Academic Affairs (VPAA) and emailed to the Academic Affairs Office at VPsignatures@bemidjistate.edu.

1. An email of introduction from the Grad Student to the VPAA, listing the Student and Advisor(s) contact info.
2. IRB approval from BSU and Home Institution (if BSU is not the Home Institution).
3. Research Proposal or brief Summary of Research.

The VPAA will evaluate your request to survey BSU populations, including sharing this request with the Sr. Student Affairs Officer (SSAO) if necessary. The VPAA Office will return the decision(s) to the grad student and their advisors via this form.

Once this form is returned, it is the Graduate Student’s responsibility submit their survey link/QR code to the distribution channels listed on this form. This approved form must accompany all distribution requests.

Grad Student Name _____

Return this form to Grad Student Email _____

CC to Advisor Email(s) _____

Applicant: Check all that apply in Section 1 for distributions to faculty and staff

Yes or No

_____ SOCIAL List Serve: Distributed to all Faculty and Staff VPAA Decision _____
Email this form to andy.bartlett@bemidjistate.edu to verify you have permission
Email your invitation to constituents & survey link/QR code to social_l@listserv.bemidjistate.edu

_____ Faculty List Serve: Distributed to all Faculty VPAA Decision _____
BSU_Faculty_L@listserv.bemidjistate.edu

_____ Faculty List Serve to request voluntary distribution to Students VPAA Decision _____
via D2L shells or Professor emails *(Requires approval from both VPAA and SSAO)*
BSU_Faculty_L@listserv.bemidjistate.edu

1. VPAA Signature _____

Date _____

Applicant: Check all that apply in Section 2 for any student-related distributions

Yes or No

_____ BeaverLink Direct Messaging SSAO Decision _____
Email signed form, outline of request, & survey/poster to Angie Clark at bsuclubandorg@bemidjistate.edu

_____ Faculty List Serve to request voluntary distribution to Students SSAO Decision _____
via D2L shells or Professor emails *(Requires approval from both VPAA and SSAO)*
BSU_Faculty_L@listserv.bemidjistate.edu

_____ Fliers posted on BSU bulletin boards SSAO Decision _____
<https://www.bemidjistate.edu/hobson-union/event-services/policies-procedures-forms/campus-posting-policy/>
<https://www.bemidjistate.edu/hobson-union/event-services/policies-procedures-forms/hmu-posting-procedures/>
Email signed form, description of request, & survey/poster to hobsonunion@bemidjistate.edu

_____ Fliers posted in resident halls SSAO Decision _____
<https://www.bemidjistate.edu/services/reslife/contact-us/>
Email signed form, description of request, & survey/poster to reslife@bemidjistate.edu

2. SSAO Signature _____

Date _____