

**Office of Institutional Effectiveness & Assessment
HOS 602 · 678-8281**

SURVEY AUTHORIZATION FORM

Date: _____

NAME:		DEPARTMENT:	
ROOM NUMBER:		EXTENSION NUMBER:	
NAME OF SURVEY:			
POPULATION TO BE SURVEYED:			
PURPOSE FOR SURVEY:			
ASSISTANCE NEEDED (check appropriate boxes):			
Construction of Survey <input type="checkbox"/>	Printing of Survey <input type="checkbox"/>	Analysis of Survey <input type="checkbox"/>	
DATES SURVEY TO BE OPEN TO THE RESPONDENTS: _____ TO _____			

The following procedure governs all surveys being conducted at FTCC:

The Director of Institutional Effectiveness and Assessment (IEA) will review the survey request and will either approve or disapprove. If disapproved, the Director of IEA will provide a written explanation to the person(s) responsible for the survey as to the reason of disapproval. If the survey is approved, allow up to 2 (two) weeks for initial survey set-up and 1 (one) week (after survey closing) for data analysis.

For Office Use Only

Approved

Disapproved

Comments: _____

Signature: _____
Director of Institutional Effectiveness & Assessment

Date: _____