This document contains suggested wording and formatting for demographic questions on surveys created by the Office of the Dean of Students and its departments. To capture the best data about the student experience it is important that all departments use similar language and wording when collecting demographic information from survey respondents.

When asking demographic questions on a DOS survey, consider the following points:

1. Only ask demographic questions if it is not possible to obtain this information from other sources. For example, if you can determine class rank via the Baseline demographic panel, that question may not be needed.
2. Ensure that demographic questions are optional so that students who prefer not to respond may skip these questions. Consider placing demographic questions at the end of a survey so as to not bias a response.
3. Be cognizant of sample size when making generalizations about groups. The data collected only represents the thoughts and opinions of those who took the survey. If fewer than five individuals in a specific group respond (i.e., 3 individuals who identify as Asian) do not report the data in an effort to ensure anonymity.

**RECOMMENDED QUESTIONS**

**Race/Ethnicity**

1. Which of the following describes your race? (check all that apply)
   - Asian or Asian-American
   - Black or African-American
   - Hispanic/Latino
   - Native American/American Indian/Alaska Native
   - Native Hawaiian/Other Pacific Islander
   - White
   - Another Race (please specify):

**First Generation Status**

2. Do you consider yourself a first generation college student (neither parent or guardian has a four year college degree)?
   - Yes
   - No
   - Unsure

**Transfer**

3. Did you begin college at this institution or elsewhere?
   - Started here
   - Started elsewhere
**Classification**

4. I am a:
   - First year
   - Sophomore
   - Junior
   - Senior
   - Graduate/Professional Student
   - Staff
   - Faculty
   - Community Member (Please specify):

**Gender Identity**

5. What is your gender identity?
   - Man
   - Woman
   - Transgender
   - Gender Non-Conforming
   - Intersex
   - Another identity (please specify):

**Sexual Identity**

6. I identify myself as:
   - Asexual
   - Bisexual/Pansexual
   - Gay
   - Heterosexual/Straight
   - Lesbian
   - Queer
   - Questioning
   - Prefer No Label
   - Another identity (please specify):