

## Institutional Research Data Request Form

Please provide the following information. All data requests will be prioritized based upon purpose of the request, the date needed, the difficulty level and overall Institutional Research workload. If you have questions or need assistance completing this form contact U \_\_\_\_\_ K \_\_\_\_\_ at \_\_\_\_\_ .  
**Please make request at least 2 weeks prior to the date it's desired.**

Date Needed: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Purpose: \_\_\_\_\_

Data Collection: \_\_\_\_\_

### Data Requested\*

*What type of data? For What group? Examples: first-year admissions for R-CCC, student enrollment, graduation rates, etc. Please describe your request in detail, including the scope, specific variables and time frames, etc.*

### Urgency:

How urgent is this request?

### What is the purpose of the data request?

- ☐ Program/Administrative unit review
- ☐ Accreditation
- ☐ Department meeting
- ☐ Planning
- ☐ Grant Request
- ☐ External Agency
- ☐ Other (please specify below):

### Time Frame of data needed

**Identify the time period you want your report to cover. Do you want one semester, multiple semesters, an academic year(s), etc.?**

Semester(s):    ☐ Fall        ☐ Spring        ☐ Academic Year (Summer, Fall, and/or Spring)

Year(s): \_\_\_\_\_

### Data Report Desired

*Do you want simple counts or summaries in various categories (e.g. number and percent of developmental students for a specific term)?*

*Do you want duplicated or unduplicated numbers? For example, if you want the number of "female students taking a math course, by course, with subtotals", should the subtotal count each student only once (unduplicated across Math courses), or once for each course in which she is enrolled (duplicated across Math courses)?*

### Data Report Format

### Will this information be published?

***If yes, where and when?***