

**Office of Assessment and Institutional Research
Data Request Form**

(Please return completed form to OAIR)

Requestor: _____ Date: _____
Division/Office: _____ Email Address: _____
Phone/Ext.: _____ Date Needed: _____

Please describe in detail the purpose of this request (e.g., grant proposal, program review, course/curriculum changes, etc.):

Type of Request:

- New Data Report Data Report Update

Delivery Format:

- Hardcopy
 Electronic Copy → pdf Excel Word
 Other: _____

What type of data are you requesting?

- Student Enrollment Course/Curriculum Information
 Degrees Conferred Course Evaluations
 Admissions Other: _____
 Program Review (includes: HC & FTE, HC by Program, FTE by Course Alpha, Gender, Ethnicity by Div, SSH, UHWO by Age, Classes by Ave Size, Courses by Modality, Degrees Earned)

What division/concentration/department does this request include? _____

Please specify the terms you would like included:

- Fall Yr(s): _____ Academic Yr(s): _____
 Spring Yr(s): _____ Fiscal Yr(s): _____
 Summer Yr(s): _____ Other: _____

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FOR OAIR USE ONLY

Approved by Dir. of Assessment ___ Yes ___ No Request received: ___/___/___

Processed by: _____ Date Processed: ___/___/___ Total time spent on request - ___:___