

## Institutional Research – Data Request Form

For all data requests, please first visit our entire website. If you are unable to find the data you are looking for, then please use this online form to request data from the Institutional Research Office. After submitting your request, you will be contacted within two business days to discuss the timeline for collecting your requested data. The typical waiting period is one to two weeks; however, the amount of time needed to complete data requests depends on complexity and staff availability. Therefore, please give us as much notice as possible when requesting data.

In general, data will only be provided in the aggregate. All requests must adhere to guidelines set forth by the Family Educational Rights and Privacy Act (FERPA).

**Last Name:**

**First Name:**

**Department/Program/Unit:**

**Division:**

**Phone:**

**Email:**

**Date Needed:**

**Are you:**

- Administrator
- Faculty
- Staff
- Other

**Purpose of Request:**

- Accreditation
- Assessment/Unit Plans
- External Survey
- Program Review
- Other (specify in request description)

**Please describe in detail the data you are requesting:**

Please review your request for accuracy then **SUBMIT**.