DATA AND PROJECT REQUEST
Office of Institutional Effectiveness

Name and Department:

Project Title:

What question are you hoping to answer with this data?

Priority:

_____High (Immediate need)

_____Medium (Within a few weeks)

_____Low (Within the next few months)

Date this data or project is required: (ASAP is not a valid date required. Please allow 5 business days minimum time required to set a meeting date.):

In what format do you need the data/information?

Detailed description of criteria:

From which semester(s)/year(s) should the data be pulled?

Data needed for:

_____All students _____Specific demographic groups

Data fields needed on report:

_____Student name

_____Major/Program of study

_____Demographic information (gender, race, high school, etc.)

_____Time status (full-time/part-time)

_____Contact information (phone, address, email)

_____Overall GPA

_____ Other _____

A member of the Office of Institutional Effectiveness will contact you to review your request. Please have your Outlook calendar up-to-date so a meeting time can be arranged within 5 business days.

If you have any questions about what types of information are available or want to discuss what you might need in more detail, please contact:

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Director of Institutional Effectiveness
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