

Information Request Form

Office of Institutional Research
Donaldson Campus, Room 218

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Date of Request: Date Needed: *(Please allow a minimum of one week)* One-Time Request
 Recurring Request
 Name of Requestor: Department:
Choose Frequency:
 Annual
 Semester

Telephone: E-mail:

Description of Request: *(Please be as specific as possible)*

Purpose: *(Please explain how you will use the information and who the intended audience is -external or internal)*

Report Format: *(Please explain how you would like to see the information- layout, sorting and/or grouping, Excel, Word or PDF document)*

Population of Interest: *(Check all that apply)*

Student Type:

- Degree New
- Nondegree Transfer
- Continuing Readmitting
- Online HS Dual Enrollment

Enrollment Status:

- Full-Time (>11 credits)
- Part-Time (<12 credits)
- Online Only
- Graduate

Academic Status:

- Good Standing
- Probation
- Suspension
- GPA Range: _____

Demographic Information:

- Gender: Female Male
- Traditional (18-24 years)
- Nontraditional (25+ years)
- Other Age Range: _____
- Race/Ethnicity
- Disabled
- Veteran
- Low Income
- First Generation College
- High School Attended
- Previous College Attended

Dates/Terms of Interest:

- Current Term
- Current Academic Year *(Summer, Fall, Spring)*
- Specific Dates or Time Period:

Program(s) of Study:

Internal Use Only Date Received: _____ Date Completed: _____