



Institutional Research Data Request Form

General Instructions

Copy this form to your computer and when completed, email it to Danita Ormand. Please complete all information needed. Incomplete requests cannot be processed. All requests are reviewed by the Office of Institutional Effectiveness. You will be contacted if there are any questions or problems with the deadline. If information is being collected for an external source, please include relevant specifications and definitions. Please review the “Key Points to Consider” at the end of this form.

Name: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Due Date: [Click here to enter a date.](#)

Anticipated Frequency of Request: [Click here to enter text.](#)

Purpose and Audience – Privacy and Access Rights

Please explain briefly why you want access to the information from the Student Information System and what you are going to do with this information. Under the rules of the Family Educational Rights and Privacy Act (FERPA), information from student records can only be released under certain circumstances.

Purpose of the Request: How will you use the report and how will it impact the objectives of the campus-wide strategic plan or your departmental plan or assessment?

[Click here to enter text.](#)

Semester(s) Included in your request:

- Fall Year(s): [Click here to enter text.](#)
- Spring Year(s): [Click here to enter text.](#)
- Summer I Year(s): [Click here to enter text.](#)
- Summer II Year(s): [Click here to enter text.](#)
- Academic Year(s): [Click here to enter text.](#)

Information Requested:

Demographic:

- Gender
- Age
- Ethnicity
- Major
- City
- High School
- All Incoming Freshmen
- Retention Cohort Freshmen

Student Outcomes:

- Success Rates
- Retention Rates
- Persistence Rates
- Degrees Conferred
- Certificates Conferred
- GPA
- Enrollment
- Course Success for? [Click here to enter text.](#)

Campus:

- UACCH-Hope
- UACCH-Texarkana
- Concurrent High School
- Total Enrollment

Course Data (add detail in Other):

- Grade Distribution
- Enrollment Numbers

Other(specify-include as much detail as needed): [Click here to enter text.](#)

The Report

What do you want to see in the report? Please be specific. For more information to assist with this decision, see Key Point section at the end of the form.

[Click here to enter text.](#)

Preferred format of results (check all that apply):

Excel file Comma-delimited file Word file PDF Printed report

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Key Points to Consider:

Time Frame: Do you want one semester, multiple semesters, or academic years? Do you want census day data or end of term data?

Trends/Comparison: Are you interested in trends, comparisons (semester to semester, year to year), or some other scenario?

Data Specificity: Be specific for each type of data you are requesting (e.g. number of students completing a developmental course successfully-success must be defined).

Presentation: Do you want tables, graphs, lists, or a combination? Do you want simple counts or summaries in various categories? Do you want duplicated or unduplicated numbers?