

**REQUEST FOR DATA FROM
INSTITUTIONAL RESEARCH & PLANNING**

Name: _____

Phone # or extension: _____

Department: _____

E-mail: _____

1. Describe the research question or need that the data request supports.

Please be as specific as possible so IRP can best provide appropriate data.

2. Time period to include data (example: Fall 2013 & Spr 2014).

Note: Some data for the current semester is not available until 45 days after the semester ends.

3. Specific program(s) or course(s).

4. Deadline (for example, report due date).

5. Is this a repeat request? If so, please give approximate date when last done.

6. If necessary, please list any additional information that will help us with your request. For example, if request is for a report or form, please give the exact wording or instructions. If data appears on a website or document, please include the reference. Examples of data needed are helpful.

Please submit this form and any attachments to IRP: armando.cortez@hancockcollege.edu.