

Bates Project/Data Request Form

The purpose of this form is to gather information that will help the college best respond to your data needs. Please answer the questions below and a staff member from the appropriate office will respond to you shortly to discuss the next steps.

Data requests are monitored upon submission and they are reviewed and discussed weekly on Wednesdays. You will be contacted about your request once it has been reviewed. We appreciate your patience.

Your email will be recorded when you submit this form.

** Indicates required question*

1. **Email ***

Please provide your contact information in the fields below.

2. **Name: ***

3. **Department/Program/Unit/Office:**

4. **For whom are you requesting the data (if not yourself):**

5. Which of the following describe your request? Select all that apply.

Check all that apply.

- Admission data (i.e., data about applicants or students prior to matriculation)
- Student data (e.g., course rosters, students in a major or minor, a list of alumni, students by GPA)
- Course list(s) (e.g., department/program course offerings, lists of courses taught by faculty members)
- Department/Program-level analytics (e.g., enrollment trends, graduation trends, student descriptives, aggregate grade data)
- Institutional survey data (e.g., Senior Survey, Sophomore Survey, Alumni Survey)
- Student learning outcomes assessment (e.g., curriculum mapping, development and implementation of rubrics, direct assessment of student learning)
- Analytical project (e.g., administration of a new survey, predictive analyses)
- Other: _____

6. What is the main goal/purpose of this request?

7. Please describe, as specifically as possible, the project/data that you are requesting.

8. **When do you need this project or data request completed? If there are other important milestones for this request, please indicate those also in the field below.**

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