



RHODE ISLAND COLLEGE

Institutional Research & Planning Data Request Form

On-campus entities are asked to use this form for all data requests. The Office of Institutional Research and Planning strives to provide information in a timely manner. For this reason, it is very important that requests be made as far in advance as possible. When you have completed this form, please e-mail it to **irpo@ric.edu**.

Title

First Name

Last Name

Job Title

Office/Department

Phone

E-mail address

Type of Request

This is for use by an external agency

This is for internal use by an office or department at RIC

Purpose of Request (e.g., to meet an external/internal mandate, for departmental planning/evaluation purposes, for scholarly research, as a requirement for a grant proposal)

Description of Request - Please be as specific as possible. For example, if the requested information pertains to students, the category or categories of students must be included (e.g., all students, undergraduates only, full-time only, students who entered the college as first-time freshmen, specific demographics, etc.)

For which terms/years do you need data (for example, fall 2014; 2008-2010 academic years; etc.)?

By when do you need the data?

Recurring Request - past: Has this request been made in the past?

Yes

No

Recurring Request - future: Is it anticipated that this request will be made again in the future?

Yes

No