

BENNETT COLLEGE

Office of Institutional Effectiveness and Research Data Request Form

**ALL DATA REQUESTS MUST BE SUBMITTED VIA E-MAIL TO IER@BENNETT.EDU
AT LEAST 5 BUSINESS DAYS IN ADVANCE OF EXPECTED DELIVERY DATE.**

Requested By: _____ Date Requested: _____
Title: _____ Date Needed: _____
Department: _____ Email: _____

List the original agency/person requesting this data and their contact phone number and e-mail address.

What is the purpose of your data request? *This will help us to understand what to include in your report.*

- Grant Proposal - *For Whom?* _____
- Internal Report - *For Whom?* _____
- External Report - *For Whom?* _____
- Program Development / Program Review - *Program Name?* _____
- Informational / Reference - *Explain:* _____
- Application Form - *Explain:* _____
- Other - *Explain:* _____

Please include your availability (dates and times) to discuss details of this request.

Frequency of this request: Single Scheduled - *Please explain request below (i.e. monthly, annually)*

Description of the Information Needed:

Please be specific in describing your request. For example: Number of graduates by major for the following semesters: Fall 2012, Spring 2012 & Fall 2013 segmented by ethnicity. Also, please attach any surveys, instructions or guidelines in addition to other relevant information to assist IER in responding to your request.