

### DATA REQUEST FORM

Prior to submitting a request to the Institutional Data & Analysis Office, please review the information available on our website at <https://www.brandonu.ca/institutional-data/fact-book/>. If you are unable to locate the information you are looking for complete the following Data Request Form. For more complex data requests, our office will notify you of an expected completion date. In many cases, we will contact you in 1 - 3 days to discuss your request in more detail.

**Please provide as much advance notice as possible when requesting data. Date Required:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Department or Office:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Please indicate if you are:**

Faculty

Student

Staff

Other (please specify): \_\_\_\_\_

**Purpose of the information (briefly explain why this data has been requested including how and where the information will be used):**

**Description of the data requested (i.e. student enrolment, retention rates, survey results, etc.)**

**Format required (table, spreadsheet, Word, Excel, etc.):**

**Additional Details:**

Count type (headcount, fte, credit hours, etc): \_\_\_\_\_

Students' breakdown (undergraduate, graduate, gender, GPA, etc): \_\_\_\_\_

Level of detail (by faculty, program, course, country of origin, etc): \_\_\_\_\_

Time period (specific semesters and year(s)): \_\_\_\_\_

**Submit completed form to [lapointeg@brandonu.ca](mailto:lapointeg@brandonu.ca)**

**For IDA Office use only:**

Request #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_