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Institutional Data & Analysis Office

BRANDON UNIVERSITY

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
- ◯ Staff
- ◯ Student
- ◯ 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

For IDA Office use only:

Request #:_____ Date Received:_____ Date Completed:_____