

Research Request Form

Office of Institutional Effectiveness
Research Unit
619.216.6686

Contact Information

Date

Name

Email

Department/Unit/School

Phone Number

Requested date for completion (Research office to provide actual completion date)

1. Project Description: Please describe your request in detail, including the scope, specific variables, time frame and/or research question(s). *(Example: Average GPA for students enrolled in Biology during the fall and spring semesters over the past two years, broken down by gender and age, and excluding those who dropped.)*

2. What **format would you like to receive the information?**

Raw Data in: ☐ Excel ☐ SPSS ☐ CSV

☐ Tables, Charts, or Graphs ☐ Other: _____

3. Reason for the request: (the ultimate use of your research) NOTE: Data will be provided for this purpose only. You must receive written approval to use this research for any purpose other than that which is stated here.

- ☐ Program Review* ☐ Individual faculty/staff/departments projects
☐ Accreditation ☐ Research for strategic planning
☐ Grant Proposal Data ☐ Other: _____

*Training is available for Program Review Data requests. Contact Linda Hensley, Ext. 6686 or Staff Development.

4. Rationale for request: How will this research support Southwestern College's mission, vision, goals, or values?

5. Indicate which strategic priorities are in alignment with this research request. *(Check all that apply)*

- | | | |
|--|--|---|
| <input type="checkbox"/> Student Access | <input type="checkbox"/> Financial Resources & Development | <input type="checkbox"/> Economic, Workforce & Community Dev. |
| <input type="checkbox"/> Student Success | <input type="checkbox"/> Organizational Effectiveness | <input type="checkbox"/> Institutional Technology & Research |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Teaching & Learning | <input type="checkbox"/> Other |

Name/Signature of Requestor

Date

Name/Signature of Dean or Manager

Date

If you have any questions regarding this process, please contact Linda Hensley, Director, Institutional Research, Grants and Planning at 619.216.6686 or lhensley@swccd.edu.

Please note, the Office of Institutional Effectiveness needs a minimum of 10 business days to process your request, and determine current project load.

Internal office use only

Date received: _____ Assigned to: _____ Results reported: _____

Date completed: _____ Request cancelled: _____ Other: _____