DATA/INFORMATION REQUEST FORM
OFFICE OF PLANNING, ASSESSMENT AND RESEARCH

(Send the completed form to: Dawn Mitchem, Administrative Secretary / 300 Kresge Hall, Ext. 8061 / dmitchem@cau.edu)

Requestor’s Name: _______________________________      Title: ___________________________________________________
Department: _______________________________      Building & Room #: ______________________________________
Telephone #: __________________ Fax #: ___________       Today’s Date: __________________________________________
Date Needed: __________________________  (NOTE: Please allow 10 working days for completion of request).

Request submitted (please place an X in the appropriate box(es)
☐ In Person
☐ Campus Mail
☐ Fax

Will these data/information be used internally, externally or both (check appropriate box(es)?
☐ Internally     ☐ Externally     ☐ Both

If external, to what organization, agency or entity: _______________________________________________________________

These data are to be used for: (Select All That Apply)?
☐ Presentation     ☐ Report     ☐ Funding Proposal     ☐ Survey     ☐ Self-Study     ☐ Research Project     ☐ All
☐ Other (Please Specify) ______________________________________

Requested data/information are to be submitted to recipient by: (Select All That Apply)?
☐ In Person     ☐ By Telephone
☐ Campus Mail     ☐ Electronic Mail

PERIOD FOR REQUESTED DATA AND INFORMATION
Data requested for what period: Year _______ Term ________
Time period: From _________ to__________

CATEGORIES FOR DATA AND INFORMATION

☐ General Information:
  ☐ Board of Trustees
  ☐ Mission Statement
  ☐ Institutional Goals
  ☐ Strategic Institutional Priorities (Specify Year[s])
  ☐ Focus Areas of the Institutional Strategic Plan
  ☐ Accrediting Bodies (Specify Institutional and/or Program)
  ☐ Academic Structure (Specify Year[s])
  ☐ Strategic Plan (Specify Year[s])
  ☐ Other

☐ Admissions Data:
  ☐ Entering Freshman High School Rank
  ☐ Entering Freshman Number and Percentage in Top Tenth of Graduating High School Class
  ☐ Entering Freshman Number and Percentage in Top Quarter of Graduating High School Class
  ☐ Entering Freshman Number and Percentage in Top Half of Graduating High School Class
  ☐ Entering Freshman Number and Percentage in Bottom Half of Graduating High School Class
  ☐ Number of Transferring Students (Specify Year[s])
  ☐ Number of Readmitted Students (Specify Year[s])

☐ SAT/ACT Scores
  ☐ Number of First-Time, First-Year (Freshman) Students Enrolled in Fall _______ Submitted SAT Scores
  ☐ Percentage of First-Time, First-Year (Freshman) Students Enrolled in Fall _______ Submitted ACT Scores
  ☐ Number of First-Time, First-Year (Freshman) Students Enrolled in Spring _______ Submitted SAT Scores
  ☐ Percentage of First-Time, First-Year (Freshman) Students Enrolled in Spring _______ Submitted ACT Scores
  ☐ SAT _______ Verbal _______ Math _______ Composite (Specify Year[s])
  ☐ ACT _______ English _______ Math _______ Reading _______ Science Reasoning _______ Composite (Specify Year[s])
  ☐ Percent of Enrolled First-Time, First-Year (Freshmen) Students with a HSGPA of 3.0 or Higher
  ☐ Percent of Enrolled First-Time, First-Year (Freshmen) Students with a HSGPA of 2.0 or Higher
  ☐ Percent of Enrolled First-Time, First-Year (Freshmen) Students with a HSGPA Between 2.0 and 2.99 Inclusive
  ☐ Percent of Enrolled First-Time, First-Year (Freshmen) Students with a HSGPA Between 1.0 and 1.99 Inclusive
  ☐ Percent of Enrolled First-Time, First-Year (Freshmen) Students with a HSGPA Below 1.0
  ☐ Average HSGPA of All First-Time, First-Year Students Enrolled in the Fall of _________
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- **Enrollment Data (Undergraduate)**
  - Number in Freshman Cohort (Specify Year[s])
  - Gender Distribution of Freshman Cohort (Specify Year[s])
  - Racial Distribution of Freshman Cohort (Specify Year[s])
  - Undergraduate Applicants/Enrollees by Year/Semester (Specify Year[s]/Semester[s])
  - Undergraduate Enrollment by Race and Gender (Specify Year[s]/Semester[s])
  - Age Distribution and Average of Undergraduate Students by Gender (Specify Year[s])
  - Undergraduate Student Credit Hours Generated (Specify Year[s])
  - Enrollment by Classification and Gender (Specify Year[s]/Semester[s])
  - Undergraduate Geographic Origin (Specify Year[s])

- **Enrollment Data (Graduate)**
  - Age Distribution and Average of Graduate Students by Gender (Specify Year[s])
  - Student Enrollment by Geographic Origin (Specify Year[s])
  - Graduate Enrollment by Race (Specify Year[s]/Semester[s])
  - Graduate Enrollment by Gender (Specify Year[s]/Semester[s])
  - Graduate Student Credit Hours Generated (Specify Year[s])
  - Enrollment by Classification and Gender (Specify Year[s]/Semester[s])
  - Graduate Geographic Origin (Specify Year[s])

- **Personnel Data**
  - Full-time Faculty by Rank Number, Gender and Race at the University (Specify Year[s]/Fall Term)
  - Part-time Faculty by Rank Number, Rank, Gender and Race at the University (Specify Year[s]/Fall Term)
  - Tenured Faculty by Rank (Specify Year[s]/Fall Term)
  - Average Faculty Salaries by Rank (Specify Year[s])
  - Number of Faculty by Ethnicity
  - Number of Female Faculty
  - Number of Male Faculty
  - Full/Part-Time Staff by EEOC Classification (Specify Year[s]/Fall Term)
  - Full-Time Staff by Race and Gender (Specify Year[s])
  - Part-Time Staff by Race and Gender (Specify Year[s])

- **Student Housing**
  - Number of Students Housed by Facility (Specify Year[s])
  - Beckwith Hall
  - Brawley Hall
  - Bumstead Hall
  - Heritage Commons
  - Holmes Hall
  - Merner Hall
  - Paschal Center
  - Pfeiffer Hall
  - Residential Apartments
  - Ware Hall

- **Campus Buildings**
  - Number of Buildings
  - Square Footage - All Buildings
  - Square Footage - Building (Specify Building)
  - Present Use - All Buildings
  - Present Use - Building (Specify Building)

- **Financial Data**
  - Tuition, Fees, and Other Average Charges (Specify Year[s])
  - Financial Aid Distribution of Grants and Loans (Specify Year[s])
  - Scholarships – Institutional (Specify Year[s])
  - Scholarships – External (Specify Year[s])
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- Degree Completion Data
  - Undergraduate Degree Completions by School and Gender (Specify Year[s])
  - Graduate Degree Completions by School and Gender (Specify Year[s])
  - Degree Completions by Number, Race and Gender – Bachelor’s (Specify Year[s])
  - Degree Completions by Number, Race and Gender – Master’s (Specify Year[s])
  - Degree Completions by Number, Race and Gender – Educational Specialist’s (Specify Year[s])
  - Degree Completions by Number, Race and Gender – Doctor’s (Specify Year[s])

- Completions by School, Major and Level (Specify Year[s])
  - Undergraduate
  - Graduate
  - Masters
  - Educational Specialist
  - Doctorate

- Faculty to Student Ratio Data (Specify Year[s])

- Athletic Data Cohort by Type of Sport (Specify Year[s])
  - Football, Number, Classification, Retention and Graduation Rate, Race and Gender
  - Basketball, Number, Classification, Retention and Graduation Rate, Race and Gender
  - Baseball, Number, Classification, Retention and Graduation Rate, Race and Gender
  - Tennis, Number, Classification, Retention and Graduation Rate, Race and Gender
  - Cross-Country Number, Classification, Retention and Graduation Rate, Race and Gender

- Grants and Contracts Data (Specify Year[s])
  - Federal Grants and Contracts, Number and Amount
  - State Grants and Contracts, Number and Amount
  - Private Grants and Contracts, Number and Amount

- Alumni Data
  - Number of All Alumni of Record (Specify Year[s])
  - Number of Undergraduate Alumni of Record (Specify Year[s])
  - Number of Graduate Alumni of Record (Specify Year[s])
  - Number of All Alumni Solicited at Least Once During the Year (Specify Year[s])
  - Number of Undergraduate Alumni Solicited at Least Once During the Year (Specify Year[s])
  - Number of Graduate Alumni Solicited at Least Once During the Year (Specify Year[s])
  - Number of All Alumni Donors (Specify Year[s])
  - Number of Undergraduate Alumni Donors (Specify Year[s])
  - Number of Graduate Alumni Donors (Specify Year[s])

Other Data/Information Requested (Please Specify data/information and time period)

DO NOT WRITE BELOW THIS LINE, FOR INTERNAL USE ONLY

Date Received in OPAR
Date Returned to Requester

☐ Request Completed/Filled

☐ Data Not Available

☐ Referred to __________

NOTES