

Assessment and Evaluation Office

Division of Student Affairs

Data Request Policy & Form

Assessment Data Request Policy

In alignment with the institution's initiatives for data collection, storage, and dissemination, the office of Assessment and Evaluation in the Division of Student Affairs has implemented the following policy.

Departments needing access to institutional data should complete and submit the below form, prior to contacting Institutional Research for institutional data.

Data requests include institutional data such as admissions, graduation rates, persistence rates, retention rates, GPA, major/minor, college etc.

When a request is submitted through the Qualtrics survey link, the Assistant Director for Assessment and Evaluation will review the request and bring it to the Division Assessment Functional Team for review. A member of the team will reach out to the requestor for further support and assistance.

SERVICE AND DATA REQUEST FORM

Contact information:

Unit/Department: (selection/drop down)

Contact First and Last Name: (fill in)

Contact CSULB Email: (fill in)

Date of Request: (fill in)

Assessment Alignment: This request aligns with

- The CSU Graduation 2025 Initiative
- Division of Student Affairs Goals
 - TBD- strategic planning
- Department/Unit/Program understanding
- Other: (fill in)

Data Request

- Do you need access to existing institutional data? Options: Yes, No, Unsure, If yes, then:
 - What are the data that you need? Options: GPA, graduation rate, retention rate, persistence rate, admissions information, major, college, other

Timeline for Request:

- What is your timeline for this request?
- Is there a date that this has to be completed? Yes (fill in), No
- Other information that may be helpful to the Assessment and Evaluation Office?

This request form is modified from North Carolina Agricultural and Technical State University Assessment Office form:
<http://www.ncat.edu/student-affairs/assessment/assessment-forms/Assessment%20Services%20Request.pdf>

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