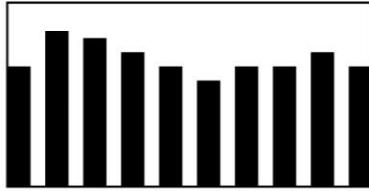


PAINE COLLEGE



**Institutional Research
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Certifying Success Since 1882

**OFFICE OF INSTITUTIONAL RESEARCH
REQUEST FORM**

Complete and submit this form as an e-mail attachment to the Office of Institutional Research at Institutional.research@paine.edu with the subject heading "Request for Information" or print and send via campus mail. Requests are considered in the order received.
Press F1 for help on any field.

Request from: _____ Phone: _____ Date of Request (M/d/yyyy): _____
 E-mail Address: _____ Department: _____ Requested Due Date: _____
 Affiliation: Faculty Staff Student Alumni Community Other _____
 (Use additional sheets for more than two (2) questions.)

TYPE OF RESPONSE: <i>Every attempt will be made to meet your needs if you remember to observe the lead times for each type of response.</i>	MINIMUM LEAD TIME (lead times may be negotiated based on current office priorities)
Data Item (single number response from OFFICIAL data)	Three (3) business days
Data Item (single number response when data is not readily available)	Ten (10) business days
Data Table (multiple number response from OFFICIAL data)	Five (5) business days
Data Table (multiple number response when data is not readily available)	Ten (10) business days
Research Brief (short explanation with tables or graphs from OFFICIAL data)	Ten (10) business days
Research Brief (short explanation with tables or graphs when data is not readily available)	Ten (10) business days
Research Report (multiple tables or graphs with explanations from OFFICIAL data)	Two months
Research Report (multiple tables or graphs with explanations when data is not readily available)	Contact the Office of Institutional Research
Research Study (based on research study data, multiple tables or graphs with explanations when data is not readily available)	Contact the Office of Institutional Research
Graph (from OFFICIAL data)	Five (5) business days
Graph (when data is not readily available)	Ten (10) business days
Other	Contact the Office of Institutional Research

Question #1 to Be Answered:
 Type of Response Requested (Please check all that apply for this question. Send sample format.):
 Data Item Data Table Research Brief Research Report Other
 Graph (Type: Bar Line Pie Best for Data
 Anticipated Use of Response or Clarifying Description:

Question #2 to Be Answered:
 Type of Response Requested (Please check all that apply for this question. Send sample format.):
 Data Item Data Table Research Brief Research Report Other
 Graph (Type: Bar Line Pie Best for Data
 Anticipated Use of Response or Clarifying Description:

OFFICE USE ONLY	
ACTION TAKEN	DATE/TIME RECEIVED:
<p>Question #1. Type of Response Delivered (Check all that applies; attach copy of the response.): Data Item <input type="checkbox"/> Data Table <input type="checkbox"/> Research Brief <input type="checkbox"/> Research Report <input type="checkbox"/> Other <input type="checkbox"/> Graph <input type="checkbox"/> (Type: Bar <input type="checkbox"/> Line <input type="checkbox"/> Pie <input type="checkbox"/> Explanation <input type="checkbox"/> Response: _____ Completed by: _____ Date/Time Completed: _____ Comment: _____</p>	
<p>Question #2. Type of Response Delivered (Check all that applies; attach copy of the response.): Data Item <input type="checkbox"/> Data Table <input type="checkbox"/> Research Brief <input type="checkbox"/> Research Report <input type="checkbox"/> Other <input type="checkbox"/> Graph <input type="checkbox"/> (Type: Bar <input type="checkbox"/> Line <input type="checkbox"/> Pie <input type="checkbox"/> Explanation <input type="checkbox"/> Response: _____ Completed by: _____ Date/Time Completed: _____ Comment: _____</p>	