TEXAS A&M UNIVERSITY COMMERCE

This request form is for those individuals seeking data from Enrollment Management (Office of the Registrar, Admissions, or Financial Aid) at Texas A&M University-Commerce. Often, this includes requesting specific student data through the Office of the Registrar. This request will be filtered through the Office of the Registrar and directed to the appropriate offices.

Internal data requests can be made for the purposes listed below. Please select all that apply.

[NOTE: Requests from individuals or entities external to TAMU-C should be submitted directed to the online request for Public Information
http://www.tamuc.edu/aboutus/administrativeOffices/businessAdministration/PublicInformation.aspx]

- ☐ ***Institutional Evaluation/Assessment:*** Data to compute metrics/performance indicators to support university strategic planning and decision-making, college/departmental planning, and program review.

- ☐ ***Academic Research:*** Academic research is intended for theses, dissertations, publication, conference presentations, or other similar method of distributing results externally. For research data, you will need to submit a copy of your IRB-approved protocol. *Additionally, it is likely that the IRB will ask that you request and receive permission from the Office of the Registrar for the use of the data.*

- ☐ ***Non-research Related Data:*** Non-research data is intended for activities such as grant applications, compliance, or items that do not fit into the first two categories.

Enrollment Management manages three main types of student data. Please select all the types of student data you request:

☐ *Financial Aid* (e.g. need level and information on scholarships)

☐ *Registrar* (e.g. past and current TAMU-C students' grades, demographic information, course information; general course information; classroom use)

☐ *Admissions* (e.g. information on incoming students, applicants, historical information on incoming students, high school test & GPA information)