

**Mercer County Community College  
Request Form for Data Reports and Surveys**

**Date:**

**Name:**

**Email:**

**Department:**

**What is your research question / what are you trying to address?**

**How does your project align with the current Strategic Plan?**

**If this is a Data Request (go to Section – Data Request) OR Survey (go to Section Survey Request)**

**Section: Data Request:**

For this section, please give a detailed description of what you need from OIR.

Specific data regarding program enrollments, graduates, and course enrollments may be requested. Before doing so please take a few minutes to review the online Data Book, which provides useful baseline data such as enrollment numbers, retention numbers, course and program enrollment trends, etc. - [https://mlink.mccc.edu/ira\\_toc\\_17.shtml](https://mlink.mccc.edu/ira_toc_17.shtml). If you do not find what you are looking for, please specify in detail, description of the data needed: cohorts, terms, graduation by program etc.

**IMP: Please review Mercer's Human Subject Research policy before administering any surveys at the college [https://mlink.mccc.edu/pdf/human\\_subjects\\_research.pdf](https://mlink.mccc.edu/pdf/human_subjects_research.pdf)**

**Section: Survey Request:**

For this section, please give a detailed description of the survey you would like to administer, population to be surveyed (all students, specific cohorts, classes etc.), method of distribution (paper, survey monkey). If this is an online survey, how long would you like the survey to stay open. For paper surveys, where and when will the survey be administered. How many copies will be required?

**We look forward to assisting you. If you would like to scope out your data request in more detail, please contact Nina May at (609) 570-3460 or email it to [MCCC-IR@mccc.edu](mailto:MCCC-IR@mccc.edu)**