



EXTERNAL REQUEST FOR RESEARCH ASSISTANCE/INFORMATION

You are invited to visit the college web site on the Internet at www.epcc.edu. The information you need may be found there.

Requestor: _____ **Title:** _____ **Organization:** _____

Mailing Address: _____ **Phone:** _____ **Date:** _____

Email Address: _____ **Fax:** _____

Research Requested/Information Needed: (specify report format, if appropriate, and intervals of time for the information needed--i.e. specific semester(s) or academic year(s); attach additional sheets, if necessary. Please refer to definitions on next page):

If recurring, indicate month needed (✓): ___ Jan ___ Feb ___ Mar ___ Apr ___ May ___ June ___ July ___ Aug ___ Sept ___ Oct ___ Nov ___ Dec **If one time only, indicate date needed (Day and Month, not ASAP)** _____

Purpose and Audience for the Information:

THE OFFICE OF INSTITUTIONAL RESEARCH (IR) provides research and information services to support the mission of El Paso Community College.

REQUEST PROCEDURE: It is recommended that the requestor contact IR when a project is first contemplated. This form must be completed to initiate the process of requesting assistance/information. Time, personnel, and equipment requirements necessitate that each request be addressed on a case-by-case basis. The Director of Institutional Research, together with the Vice President for Research, Accreditation, & Planning will meet to develop and plan for the completion of the project. A project team will be formed and a target completion date will be set. The team leader is the primary contact for the request. A copy of this form will be returned to the requestor with the "For Office Use Only" section completed so the requestor may have immediate feedback on the status of the project.

By completing this form, the requestor understands that information concerning any individual student is to be held in strictest confidence and he/she assures that procedures are in place for monitoring and protecting confidentiality of student information.

The requestor understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Education Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 CRF Part 99. FERPA is specifically incorporated into the Texas Public Information Act as an exception to records which are subject to disclosures to the public (Texas Government Code, Chapter 552).

In addition, I understand that any data sets or output reports that the requestor, or his/her representative, may generate with individual student data are confidential. The requestor will not disclose to any unauthorized person any data sets or reports with individual student data which he/she is given or devise. The requestor agrees to destroy the data when it is no longer needed for purposes for which this study was conducted; that no confidential student data will leave the agency; and that no confidential student data will reside on a portable computing device or media such as a laptop computer, personal digital assistant (PDA); key fob drive, CD disk, thumb drive, etc.

The requestor also understands that failure to observe these restrictions may constitute a 'Breach of Computer Security' as defined in the Texas Penal Code, Chapter 33, Sec. 33.02, B, and that as such as offense constitutes a criminal offense.

Received by: _____ (Signature) _____ (Date) Project #: _____

FOR OFFICE USE ONLY

Project Team Leader:	Team Leader Phone #:
Target Completion Date:	
Comments:	

Reviewed by: _____ **Director's Signature:** _____

Complete this form and return via:

Fax: (915) 831-6751 Phone: (915) 831-6727 e-mail: institutionalresearch@epcc.edu

U.S. Mail: Office of Institutional Research
El Paso Community College
P.O. Box 20500
El Paso, Texas 79998



Definitions of Frequently Used Terms

If the requestor uses the following terms, they must be used and understood as defined below:

- **Baseline:** A performance level or status that is the basis for establishing a planning objective and/or standard.
- **Cohort:** A group of individuals who meet a set of criteria (e.g. a group of students who register during the same semester).
- **Contact Hour:** An hour that a student spends in a classroom and/or laboratory during a specified time (e.g. 48 total contract hours for a 3-credit hour course taken during a regular semester with no laboratory). One student sitting in 1 class for 1 hour generates 1 contact hour. EPCC receives State funds for each contact hour in credit courses and in funded continuing education courses.
- **Developmental Student:** A student who takes a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Fall-to-Fall Retention:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate following fall semester.
- **Fall-to-Spring Retention:** The percentage or number of students who register in the fall semester during a specified period of time and who also register again in the immediate following spring semester.
- **Full-time, first time in college student (FT FTIC):** A student who registers for 12 or more credit hours during his or her first semester of college attendance.
- **Non-Developmental Student:** A student who does not take a developmental course during his or her first semester in college (State definition). This designation is permanent with respect to the student's State record.
- **Placement:** The State defines placement as a student's employment or education status after graduation. The State recognizes three types of placement: employment, military service and/or continued education. A student may fall into all three categories at the same time.
- **Professional development activity:** Any activity beyond an employee's normal job activities that promotes the employee's success on the job.
- **Program Completion:** A student successfully completes a program if he or she receives an associates' degree or a certificate.
- **Revenue:** College revenue consists of tuition, fees paid by students, and reimbursement by the State for contact hours. Grants and financial aid are often included when calculating revenue.
- **Seat Count:** The number of seats occupied in all classes during a specified period of time at a specified College site. The seat count will exceed the unduplicated enrollment if students enroll in more than one class.
- **Successful Course Completion:** A student successfully completes a course if he or she receives one of the following grades: A, B, C, D, Cr (Credit).
- **Unduplicated Enrollment:** The number of students registered during a specified period of time.