Reset Form

BLACKBOARD GROUP REQUEST FORM
Fax Completed Form to Tracy at # 3050

NOTE: If approved, the file will be sent to CTLT and the contact person will be notified that it was sent.

Date Requested: _____ Date Needed: _____
(Most requests processed within 2 days but please allow 1 week approval & process time)
Department: _____
Contact Person: _____ Title: _____
Phone #: _____ Email: _____ murraystate.edu

Your signature acknowledges the following conditions:

- The information will only be used for the reasons stated below
- The information will ONLY be used for your department or group and NOT be released to any third party for use or distribution
- Requests based on data that changes (ex: major) must be submitted each time needed
- Other data groups must be requested once a term to eliminate students who didn't re-enroll
- ***Failure to comply with all conditions may result in refusal of future requests***

Signature: _____

Request Parameters

Students to include:

____ONLY New Freshmen ____ ONLY New Transfer Undergraduates

____All Freshmen	____ Senior	____ In High School now
____Sophomore	____ Post-Baccalaureate	____ Visiting
____Junior	____ Graduate	____ Non-matriculating/non-degree

____Enrolled _____ (Term) ____Scheduled _____ (Term) ____All in Mainframe _____ (Term)
(May not be enrolled or scheduled)

Major(s) _____
Minor(s) _____

Other Parameters.

(ex: Full Time with a TERM GPA at least 3.50 for inclusion in XYZ Honor Society)

_____
_____
_____

Office Use Only

Approved: _____ Denied Reason: _____
Date Submitted: _____ Parameters:
Date Emailed: _____