

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL POLICY TEMPLATE</p>	<p style="text-align: center;">Data Requests</p> <p><input checked="" type="checkbox"/> NEW POLICY</p> <p><input type="checkbox"/> REVIEW OF EXISTING POLICY</p>	<p style="text-align: center;">LINK TO CURRENT POLICY (N/A)</p>
<p>RESPONSIBLE OFFICE: <i>Office of Institutional Research & Planning</i></p> <p>POLICY OWNER: <i>Director, Office of Institutional Research & Planning</i></p>	<p>ORIGINATOR OF GOVERNANCE DOCUMENT: <i>Director, Office of Institutional Research & Planning</i></p> <p>ORIGINATION DATE: <i>2015/03/31</i></p>	<p>EFFECTIVE DATE: <i>2015/12/18</i></p> <p>REVISION HISTORY: <i>(N/A)</i></p>

PART 1. RATIONALE

This policy is established to promote the availability and to ensure the accuracy of official college data used by individuals, offices, and departments on campus. It also provides an orderly and predictable process for the Office of Institutional Research and Planning and for the constituencies that it serves.

PART 2. SCOPE

This shall apply to all requests for existing official college data by any campus entity.

PART 3. DEFINITIONS [AS USED IN THIS DOCUMENT]

client	the person or entity requesting the data
frozen files	files that capture data for a specified date each semester. Such files are often referred to as “census” files.
IRP	Office of Institutional Research and Planning at Rhode Island College
official college data	all data produced using and/or stored within the college’s information technology systems or hard-copy files; include but are not limited to information pertaining to current and prospective students, employees, financial and operational data, alumni and donor data, and data pertaining to past, ongoing, and future research.

PART 4. STATEMENT OF POLICY

A. Internal data

1. Any college office or individual working on a project requiring official college data, generally from a frozen file, shall contact the Office of Institutional Research and Planning (IRP) and not the office(s) responsible for databases from which the information is drawn. Projects requiring official data may include, but are not limited to:
 - a. trend analysis for institutional, departmental, or unit planning and budgeting
 - b. accreditation or membership applications/renewal forms, etc.
 - c. surveys for college guides, accrediting and licensing agencies, vendors, etc.

- d. marketing/recruitment publications
 2. Generally, IRP works with frozen data files and cannot meet requests for live data (e.g., the number of students enrolled in a class in real-time) or requests for lists of individuals. Requests for these types of data should be directed to the office that manages the pertinent database.
 3. Generally, IRP provides aggregated data and not raw data (e.g., data on individuals, such as students or faculty).
 4. Individuals or offices requiring reports for day-to-day operations should consult the office maintaining this data.
- B. External environment data
1. In addition to providing internal institutional data, IRP also serves as the key resource for statistical information about the college's external environment. Projects requiring such data may include, but are not limited to:
 - a. environmental scans
 - b. program development/reviews
 - c. strategic plans

PART 5. PROCEDURES

- A. Process for making a data request
1. All requests, whether for internal or external data, must be in writing and sent via e-mail to the [Office of Institutional Research and Planning](#) (IRP). This does not preclude a discussion of data needs over the telephone or in person with a staff member.
 2. It is recommended that data requests be submitted at least 14 days before the data are needed in order to provide ample lead time.
- B. Information to be included in data request
1. The request should be as specific as possible. For example, if the requested information pertains to students, the category or categories of students must be included (e.g., all students, undergraduates only, full-time only, students who entered the college as first-time freshmen, specific demographics).
 2. The specific scope of the request must be included (e.g., the number of years of data sought.)
 3. Is this a one-time request or is it anticipated that additional and/or updated data would be requested on a regular basis?
 4. Have these data been requested and obtained in the past?
 5. Specific purpose of the request (e.g., to meet an external/internal mandate, for departmental planning/evaluation purposes, for scholarly research, as a requirement for a grant proposal).
 6. When is the requested/expected/required deadline for provision of the data?

7. If the individual or organization requesting the data is not the same as the individual or organization who will ultimately receive and use the data, contact information for both parties shall be supplied.

C. Response procedures for the Office of Institutional Research and Planning

1. Upon receipt of the email request, IRP staff will review the request for completeness, determine if the data are available, and whether there are restrictions on their release. If additional information is needed, the client will be contacted.
2. Requests will be reviewed on a weekly basis.
3. After the request has been reviewed, the IRP office will inform the client of the planned timetable for delivery of the information. Depending on the scope and nature of the information requested, turnaround times may vary.

D. Response format

1. Responses are provided in writing; if a simple, single figure is requested, the response will be delivered via email.
2. More complex responses, such as tables of figures, will be delivered as an e-mail attachment, dated, and labeled "Office of Institutional Research & Research." It will generally be in a pdf format.
3. Normally, IRP will not provide raw data.

PART 6. GUIDELINES

N/A

PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
Director, Office of Institutional Research & Planning	administration and oversight

PART 8. CONTACTS

Subject	Office or Position	Telephone Number	Email
policy clarification and other assistance	Office of Institutional Research & Planning	(401) 456-8998	irpo@ric.edu

PART 9. POLICY ENFORCEMENT

violation(s)	Any circumvention of Parts 4 or 5 of this governance document
potential consequences	Requested data may not be provided or provided in a timely manner
where to report violations	Office of Institutional Research & Planning

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

[Data Requests Form](#)