PURPOSE

The purpose of this procedure is to outline the method for requesting information from the Institutional Research Office.

PROCEDURE

1. Internal requests for data, analyses, and assistance in designing and implementing departmental surveys are processed as follows:
   a. The request is first informally discussed with the Director for Institutional Research to identify the desired scope of services and the timeframe. If the request appears to be for a production-type data processing report better carried out by IT, the requestor will be referred to that office.
   b. The person requesting the service provides a written or electronic request to the Director for Institutional Research outlining scope of services and the desired timeframe.
   c. The Director for Institutional Research evaluates the priority of the request.
d. The Institutional Research Office provides the data and/or coordinates with the appropriate college department to obtain the data.

e. The Director for Institutional Research verifies the accuracy of the information, prepares and distributes the information and/or document, and files a copy in the Institutional Research Office as necessary.

2. External requests for information (surveys, forms, and requests for college data) will be forwarded to the Institutional Research Office.

a. The Director for Institutional Research evaluates the priority of the request.

b. The Institutional Research Office provides the data and/or coordinates with the appropriate college department to obtain the data.

c. The Director for Institutional Research verifies the accuracy of the information, prepares and distributes the information and/or document, and files a copy in the Institutional Research Office as necessary.