

**Responsible Official:** Director of Institutional Research & Planning

**Responsible Office:** Office of Institutional Research

**Next Review Date:** July 2022

**Website Address:**

<https://myumo.moc.edu/services/ir/Policies/Internal%20Policies/DataPolicy.pdf>

# INSTITUTIONAL DATA POLICY

## POLICY STATEMENT

All external and internal requests for university data are routed through the Office of Institutional Research and Planning. These data may include university data to be included in federal and state reporting, publications, faculty scholarly work, grants, and/or internal decision-making.

## REASON FOR POLICY/PURPOSE

The purpose of this policy is to ensure that university data that appear in official publications or is provided to outside agencies, and data used for internal decision-making are accurate and compiled using consistent definitions and databases.

## OPERATIONAL DEFINITIONS

Institutional data – all data that reside within university data stores including, but not limited to, student and enrollment data, finance data, and financial aid data.

## POLICY/PROCEDURES

This policy requires that all external requests for university data be routed through the Office of Institutional Research and Planning to ensure uniformity in the reporting of university statistics and information. The Office of Institutional Research and Planning maintains an archive of statistical data and is responsible for responding to requests for such data from external agencies, which include the federal government, state government, publishers of college guide books, etc.

Data for an external audience must be approved before release. The Office of Institutional Research obtains approval from each area Vice President, as appropriate to the data, and the President, as appropriate.

Should your office receive a request for university data, please forward the material to the Office of Institutional Research and Planning for completion. The Office of Institutional Research and Planning is also available to assist you in completing the portion of any information request pertaining to your school/office. Also, as appropriate, the Office of Institutional Research and Planning will provide you with a copy of the completed survey or questionnaire.

If your office is in need of institutional data, please contact the Office of Institutional Research and Planning with your request. See <https://myumo.moc.edu/services/ir/Pages/default.aspx>.

## CONTACTS

Director of Institutional Research and Planning

## APPROVED BY

Executive Council

## APPENDICES (INCLUDING ANY FORMS/INSTRUCTIONS)

None

## HISTORY/REVISION DATES

Original adoption date(s): 5/3/2018

Last Amended date: 2/12/2020; editorial changes only

End Date for Policy (if applicable):

## RELATED COMPLIANCE STANDARDS/EXTERNAL POLICY DOCUMENTS: