DSA Area Name: Vice President for Student Affairs Office

Effective Date: 10/25/2017

Procedure Number: VP-p010.01

Student Affairs Working Procedure on Data Request

Intent: To ensure an efficient process for providing assistance with Division demographic and statistical data requests.

Background: In order to centralize requests for data that cannot be found on the Institutional Research, Planning, and Effectiveness (IRPE) main website, a Student Affairs data request procedure is necessary.

Accountability: All Area Heads and Vice President for Student Affairs Office

Applicability: All Division of Student Affairs staff and administrators.

Definition(s): N/A

Attachment(s): N/A

Procedure: DSA staff and administrators will be required to complete an electronic Wufoo DSA Data Centralization Request form and submit it along with the supporting documentation as outlined in the form. The Assessment & Evaluation Analyst will evaluate the form prior to submitting it to IRPE.

Timeline: After submitting the request, within 2 business days the Assessment & Evaluation Analyst will contact to confirm and clarify request. It is best to plan ahead when possible. The amount of time needed to complete data requests depends on complexity and staff availability; however, most are completed within three to four weeks.

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