

**THE**  
**LeMoype-Owen**  
**COLLEGE**

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<b>SUBJECT:</b>  <b>Data Requests</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-1-012
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b> Director, Institutional Research	

**I. Purpose of the policy/Policy statement**

The purpose of this policy is to improve the process of requesting data from the IRAE. All internal data requests must be submitted via an internal LOC e-mail address for internal requesters. Telephone requests will be accepted with an accompanying electronic request document from the requesting unit. Data needed that is readily available from the IRAE files will be usually answered immediately or information is given as to when and how data may be available. Data requests involving research or compiling of data must be submitted at least ten (10) business days before report deadline. Advance notice for anticipated data/information will help.

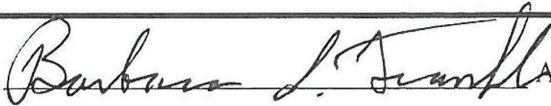
**II. Applicability/Scope**

This policy applies to all requesting units.

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requesting Unit	Formal written requests must be submitted via an @loc.edu e-mail address or IRAE online RequestForm	At least ten (10) business days before report deadline for requests involving research or compiling of data
Requester	The written request must be accompanied by all the relevant information needed and the purpose for which the requested data will be used.	
OIR	All requests received by the IRAE are logged and completed on a priority basis.	
OIR	A priority for all requests received by IRAE will be determined based upon consideration of the following criteria: <ol style="list-style-type: none"> <li>1. Requesting unit, with priority of response being the President, Vice President for Academic Affairs, Vice Presidents, Deans, and College Committees</li> <li>2. Immediacy of need for data/information</li> <li>3. Resources demanded by request</li> <li>4. Complexity of project requested</li> <li>5. IRAE's other active requests</li> </ol>	
	Reasonable time (10 business days) must be given to the IRAE to meet report deadlines	

### IV. Related policies/References for more information

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	