



CLARK ATLANTA UNIVERSITY  
Office of Planning, Assessment and Institutional Research

PROCEDURES FOR OBTAINING DATA AND INFORMATION FROM  
THE DEPARTMENT OF INSTITUTIONAL RESEARCH (IR)

- **If the data needed is readily available from the IR files, requests are usually answered within 48 hours, or information is given as to when and how data may be available.**
- **If the request involves research or compiling of data, a written memo must precede and be accompanied by all the information needed and the purpose for which the requested data will be used.**
- **Entire copies of the original data/information request instruments from agencies must be provided to IR. Electronic or telephone requests from support staff will be accepted only with a copy of original document from the requesting agency.**
- **7-10 business days of time must be allowed for requests. Advance notice for anticipated data/info will help.**
- **A copy of completed response submitted to requesting agency must be forwarded for IR files.**
- **Certain classified information is not available for general distribution. OPAR will use discretion in distributing data of a certain nature, which the University considers confidential.**
- **All requests received by OPAR are logged and completed on a priority basis.**
- **Requests must be made via an @cau.edu e-mail address. University policy prohibits OPAR from sending internal data to any non-CAU e-mail accounts (i.e. Gmail, Yahoo, AOL).**