

Department of Institutional Research Procedures for Obtaining Institutional Data

- If the data needed is readily available from the Institutional Research (IR) files, requests are usually answered within 48-72 hours, or information is given as to when and how the data may be available.
- If the request involves research or compiling of data, a data request form 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 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/information will help.
- A copy of the completed response submitted to requesting agency must be forwarded for record keeping within the Office of Planning, Assessment, and Institutional Research (OPAR).
- 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.
- All requests must be made and received via a Clark Atlanta University (CAU) e-mail address as the University policy prohibits OPAR from sending internal data to any non-CAU e-mail accounts.