Student Data Request Policy

Overview

Division of Student Affairs units occasionally gather attendance/participant information in the form of student identification numbers and seek to match these numbers with student demographic information. When units utilize student demographic information in a thoughtful, strategic manner to better understand the students they serve, they are able to make more informed planning decisions for their programs, services, and facilities.

The Office of Assessment and Planning (OAP) serves as request liaison and facilitator between SA units and CU Boulder Institutional Research. By centralizing requests from the Division, OAP helps ensure meaningful and ethical use of data and will work with units to ensure confidentiality.

Data Request Policy and Process

In this policy, the Office of Assessment and Planning outlines our data request process to ensure units are able to obtain information needed to make informed decisions and improvements to their programs.

The data request process may take several weeks due to multiple demands and priorities for both OAP and IR staff. Staff should submit requests at least one month in advance of when they need the data. Individual units must submit an online request to OAP. The form requires the following information; please have all items prepared before beginning the online process:

- **Name, unit, and role of staff member making the request**
- **Affirmation that the staff member has approval from direct supervisor to request the data**
- **Summary of unit-collected data:**
    - Date student ID numbers were collected
    - Method by which student ID numbers were collected (e.g. card swipe, manual, etc.)
    - Program or service for which student ID numbers were collected
- **Justification**
    - What specific questions do you hope to answer by examining student demographic information?
    - How do you plan to use what you learn from the data?
- **Variables requested**
    - Institutional Research defines student data in the categories listed below. Please describe what type of data you need to make informed decisions about your program, service, or facility.
        - Academic Performance
        - Admissions
        - Campus Life
        - Courses
        - Degrees
        - Demographics and Diversity
        - Enrollment
        - Financial Aid
        - Retention, Graduation Rates, and Time to Degree
- **Date by which you (the requestor) need the data**

Request Form

Data requests will be processed using the online request form. The link to the form can be re-used for additional requests, but requests to obtain data for multiple programs or services should be submitted separately. For example, one request is sufficient for a student program offered on three different dates but with the same content and purpose. A separate request is required for a program offered on a different topic and/or targeted for a different student population.

Please contact OAP if you are not able to submit a request electronically.

Request Status

OAP makes every effort to respond to requests within one week of receipt. If your request is approved, we will work with you to contact IR and initiate the request. If we need additional information or have concerns about your request, we will contact you directly.

Division of Student Affairs

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