VIRGINIA STATE UNIVERSITY
Office of Planning and Institutional Effectiveness

PROCEDURES FOR OBTAINING DATA AND INFORMATION FROM THE OFFICE OF PLANNING AND INSTITUTIONAL EFFECTIVENESS (OPIE)

- When requesting data that is not available on the Office of Planning and Institutional Effectiveness (OPIE) webpage, a Data Request Form must be completed and submitted. The Data Request Form is located at: http://www.vsu.edu/opie/institutional-research/index.php.

- Data requests must include an official @vsu.edu e-mail address. OPIE does not respond to external, non-VSU e-mail accounts for data requests (i.e. Gmail, Yahoo, and AOL).

- Those submitting telephone or e-mail requests will be directed to complete a Data Request Form.

  o Upon receipt, all Data Request Forms are logged, assigned and completed on a priority basis:

  o If requested data is readily available from existing data files, requests can be answered immediately or within 1 business day.

  o If requested data is not readily available and requires research or the completion of a data file, requests can usually be answered in 3-5 business days. For requests requiring extensive research or data from external sources, 5-7 business days are required for completion.

  o Immediate notification will be provided to the requestor in the event a data request will require more than 7 business days to complete.

- Certain classified information is not available for general distribution. OPIE will use discretion in distributing data that the University and federal regulations consider confidential.

- A copy of final reports, grants and accreditation submissions which include and utilize data provided by OPIE, must be provided to OPIE for Institutional Research (IR) files.

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