VIRGINIA STATE UNIVERSITY
Office of Planning and Institutional Effectiveness

POLICY ON DATA REPORT COMPLETION AND VERIFICATION

In an effort to improve and maintain the quality of institutional data provided by the Office of Planning and Institutional Effectiveness (OPIE), every attempt will be made to adhere to the standards of data accuracy and integrity as established by the Association of Institutional Research (AIR). The AIR Code of Ethics defines a normative expectation for institutional researchers and provides the foundation for institutional research.

To operationalize AIR standards and the Code of Ethics, it is proposed that OPIE set the following methodology for data report completion and data verification that will allow accurate and timely submission of reports vital to Virginia State University.

- OPIE will use the Banner database with established fall and spring census dates to produce "official" data files to complete all outgoing federal and state reports.

- Real-time (dynamic) data is not used by OPIE to complete outgoing federal and state reports. Real-time data collected after established census dates will only be used for internal reporting and decision making.

- When there is a discrepancy with data provided by OPIE, units and/or requestors must collaborate with OPIE for clarification and correction, if deemed necessary.

- Reasonable time (5-7 business days) must be given to OPIE staff to complete data files to meet report deadlines.

- 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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