

## **Data Requests**

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### Internal Data

Any office or individual working on a project requiring official university data should contact the Institutional Research (IR) Office and NOT the office(s) responsible for databases from which the information is drawn. Projects requiring official data include, but are not limited to:

- trend analysis for institutional, departmental, or unit planning and budgeting
- accreditation or membership applications/renewal forms, etc.
- surveys for college guides, accrediting and licensing agencies, vendors, etc.
- marketing/recruitment publications
- grant applications

The IR office does not typically meet requests for live data (i.e. the number of students enrolled in a class as of today) or requests for lists of individuals. Requests for these types of data should be directed to the office that manages the pertinent database.

### External Environment Data

In addition to providing internal institutional data, the IR office also serves as the key resource for statistical information about the university's external environment. Projects requiring such data include, but are not limited to:

- environmental scans
- program development/reviews
- strategic plans

### Process for Making a Data Request

All requests, whether for internal or external data, must be received via e-mail. Formal requests should be sent to: [institutional.research@jwu.edu](mailto:institutional.research@jwu.edu)

A detailed copy of the data request process can be found in the Institutional Research public folder (*public folders > all public folders > administration > institutional research*).