Mississippi Valley State University
Office of Institutional Research & Effectiveness (IRE)

Institutional Data Request Form

Note: All sections must be completed (including descriptions and details).

SECTION I: REQUESTOR INFORMATION

Requestor Name: _____

Title/Position: _____

Department/Unit: _____

Email Address: _____

Phone Number: _____

Supervisor Name (if applicable): _____

Date of Request: _____

SECTION II: TYPE OF REQUEST

☐ Enrollment Data
☐ Retention/Graduation Data
☐ Student Success Outcomes
☐ Course/Program Assessment
☐ Faculty/Staff Data
☐ Institutional Effectiveness/Assessment
☐ Accreditation Reporting (SACSCOC)
☐ IHL Reporting
☐ IPEDS Reporting
☐ Strategic Planning
☐ Survey or Research Support
☐ Other: _____

SECTION III: PURPOSE OF REQUEST

☐ Internal Planning
☐ Program Review
☐ SACSCOC Compliance/Reporting
☐ IHL Reporting Requirement
☐ Accreditation Support
☐ Institutional Assessment
☐ Operational Decision-Making
☐ Research Project
☐ Student Support Initiative
☐ External Reporting Agency
☐ Other: _____

Submit requests to the following email address: Aretha.Martin@mvsu.edu

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Describe the purpose and intended outcome of the request:

_____

_____

_____

SECTION IV: DATA SPECIFICATIONS

A. Requested Data Elements

Please describe the specific data needed:

_____

_____

_____

(Examples of requested data may include enrollment by classification, retention and graduation rates, course success rates, faculty course evaluations, student demographic information, ACT/SAT scores, and/or assessment outcomes.)

B. Time Period Needed

☐ Current Semester

☐ Current Academic Year

☐ Previous Academic Year

☐ Multi-Year

Specify Term(s)/Year(s):

_____

C. Population Requested

☐ Undergraduate Students

☐ Graduate Students

☐ Faculty

☐ Staff

☐ First-Time Freshmen

☐ Transfer Students

☐ Dual Enrollment Students

☐ Specific Program/Major

Specify population details:

_____

D. Preferred Format

☐ Excel Spreadsheet

☐ PDF Report

☐ Word Document

☐ CSV File

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SECTION V: FERPA & DATA CLASSIFICATION

If requesting student-level or identifiable information, additional review and approval may be required.

SECTION VI: DATA CONFIDENTIALITY & COMPLIANCE ACKNOWLEDGMENT

The Office of Institutional Research & Effectiveness adheres to:

- FERPA
- IHL reporting standards
- SACSCOC principles
- IPEDS reporting standards
- MVSU data governance and confidentiality policies

Please acknowledge the following:

☐ I understand that confidential or identifiable student data may require additional approval.

☐ I understand that requests involving research with human subjects may require IRB approval prior to data release.

☐ I understand that the Office of Institutional Research & Effectiveness will provide only the minimum data necessary to fulfill the stated institutional purpose.

☐ I agree not to redistribute confidential institutional data without authorization.

☐ I understand that institutional data may not be shared externally, published, redistributed, or used for unauthorized purposes without written approval from the appropriate university authority.

☐ I acknowledge that data provided are for official university business purposes only.

☐ I understand that the Office of Institutional Research & Effectiveness may suppress or redact small population counts to protect confidentiality and prevent indirect identification of individuals.

☐ I understand that whenever feasible, data will be reported in aggregated or de-identified formats to protect individual privacy.

☐ I acknowledge that official institutional data reported by the Office of Institutional Research & Effectiveness constitute the university's official institutional data unless otherwise noted.

Signature: _____

Date: _____

SECTION VII: REQUEST TIMELINE

Standard Request: 1–5 Business Days
Complex/Specialized Request: 10–15 Business Days
Large-Scale, Longitudinal, or Compliance Requests: 15+ Business Days

Requested Deadline: _____

Reason for Deadline: _____

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SECTION VIII: APPROVALS

Supervisor Approval: _____

Provost (Academic Affairs) Approval: _____

IRB Approval (if applicable): _____

IRE Authorization: _____

SECTION IX: OFFICE OF IRE USE ONLY

Date Received: _____

Assigned Staff Member: _____

Date Completed: _____

Request Status:
Approved / Pending / Denied

Notes: _____

IMPORTANT NOTICE

The Office of Institutional Research & Effectiveness reserves the right to deny, limit, or modify data requests that:

- conflict with FERPA regulations,
- violate institutional policy,
- compromise confidentiality,
- duplicate official reporting processes,
- exceed available institutional resources,
- or conflict with university reporting standards.

Submission of this form does not guarantee approval of the request.

Incomplete forms may delay processing.

All institutional reporting methodologies, definitions, and calculations will align with official Mississippi Valley State University, IHL, SACSCOC, and IPEDS reporting standards.

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