

**Effective:** May 18, 1988

**Academic Affairs Policy**  
**EXTERNAL REQUESTS FOR INSTITUTIONAL DATA**

**Approved:** May 18, 1988  
Assistant to the President for Planning

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This policy provides guidelines under which University offices may respond to external requests for institutional information and ensures that all reported institutional statistics and information are consistent and accurate.

**Scope**

This policy covers requests for University statistics and information received by any office on campus from government agencies, educational associations, private publications and data bases, higher education researchers, and the like.

**Definitions**

**Institutional Statistics and Information:** Information about Millersville University as a whole. Examples of such information include:

- Academic programs offered by the University.
- Enrollment statistics.
- Characteristics of the student body (e.g., SAT scores, majors, racial and ethnic characteristics, residence).
- Number and characteristics of faculty or other employees.

**Originating Office:** Any University office that receives an external request for information about the University.

**Responsibilities**

If the originating office has reason to believe that completing the request would be an inappropriate use of University resources, it shall contact the Office of Assessment, Planning, and Institutional Research for advice on whether to proceed.

Routine requests for program-specific information only (e.g., information about the Chemistry program or the Financial Aid program) shall be completed and mailed by the appropriate office. Copies of such materials should contact the Office of Assessment, Planning, and Institutional Research for advice on whether to proceed.

If the request includes institutional statistics and information, the originating office shall complete whatever portions of the request it can and then forward the partially completed request to the Office of Assessment, Planning, and Institutional Research.

The Office of Assessment, Planning, and Institutional Research shall advise originating offices on whether to complete requests. Upon receipt of a request from an originating office, the Office shall coordinate the completion of the request as necessary and shall verify the information provided. The Office shall then mail out the request with a copy to the originating office, unless that office indicates it does not wish to receive a copy. A file copy of the completed request shall be maintained in the Office of Assessment, Planning, and Institutional Research.