

EXTERNAL DATA REQUESTS

Related Board of Trustees Policy: BP 8.6

OPR: Vice President for Instruction

Approval: June 12, 2018

Revision:

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Individuals wishing to request Craven Community College data are first directed to publicly available information that is posted on the internet:

- College's Office of Institutional Effectiveness:
<http://cravencc.edu/office-of-institutional-effectiveness/>
- North Carolina Community College System (NCCCS):
<http://www.ncccommunitycolleges.edu/>
- National Center for Education Statistics' Integrated Postsecondary Education Data System (IPEDS): <https://nces.ed.gov/ipeds/use-the-data>

Requests from media organizations or public agencies are to be routed through the College's Director of Communications. All other requests are referred to the Office of Institutional Effectiveness (IE).

The College seeks to be as transparent as possible while still maintaining strict confidentiality of student, faculty and staff information in accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA). The College reserves the right to deny any data request that is in conflict with the mission and goals of the institution, unless the access is required by law.

NCCCS policy authorizes information releases concerning Community College students and staff members, in response to requests from the public, as follows:

- Aggregate and summary data concerning students and staff members such that personally identifiable information is not disclosed;
- Detailed personally identifiable information about students or staff members where required for completion of research or assessment activities of the Community College System to NCCCS contractors or educational and governmental agencies subject to the conditions specified in the Family Educational Right to Privacy Act and subject to the condition that personally identifiable information shall not be released.
- When received by the NCCCS office, requests for personally identifiable information about community college students and staff members will be referred to the college that enrolls or employs the student and/or staff members. At the request of the College, the System Office staff will provide technical assistance in determining the appropriate way to respond to such requests.

External requests for data that are handled via this Procedure include data that:

- Seek to characterize the College as a whole;
- Are framed around information contained within institutional data systems to which IE has direct access;
- Can be provided in aggregate;
- Relate specifically to the College's educational mission (i.e. progression, retention, completion, research on comparison among instructional techniques, etc.)

To receive College data, an *External Data Request* form is submitted by the requestor, who will then be contacted within 2 business days to discuss the timeline necessary to fulfill the request. In general, the College requires two weeks to research, assemble, and disseminate the data. However, the amount of time needed to complete data requests depends on the complexity of the data requested and staff availability.

Related/Useful links:

- FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- NCCCS Policy on release of information:
http://www.ncccommunitycolleges.edu/sites/default/files/data-quality/datawarehouseusersecurityagreement-bo_4x.pdf
- Office of Institutional Effectiveness at Craven Community College:
<http://cravencc.edu/office-of-institutional-effectiveness/>

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