

## CP – 8.6.1

# EXTERNAL DATA REQUESTS

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*Related Board of Trustees Policy: BP 8.6*  
*OPR: Vice President for Instruction*  
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### **EXTERNAL DATA REQUESTS**

When responding to an External Data Request, 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 External Data Request that conflicts with the mission and goals of the institution unless access is required by law.

External Data Requests are divided into two categories, Institutional Data Requests and Public Record Requests.

#### **Institutional Data Request**

Individuals and/or organizations wishing to request Craven Community College Institutional Data are directed to publicly available information posted on the College's website:

- College's Office of Institutional Effectiveness (IE):  
<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>

Institutional Data Requests 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 must be submitted by the requestor, who will then be contacted within 10 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 requests depends on the complexity of the data and/or records requested and staff availability.

Related/Useful links:

- External Data Request: <https://cravencc.edu/document/external-data-request-form>
- FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- North Carolina Department of Administration: <https://ncadmin.nc.gov/>
- Office of Institutional Effectiveness at Craven Community College: <http://cravencc.edu/office-of-institutional-effectiveness/>

### **Public Records Request**

Public Records Requests received by any College employee are forwarded to the Vice President for Administration (VPA) upon receipt.

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

- The Executive Director of Human Resources (EDHR) will provide the requestor with an acknowledgement of receipt;
- The EDHR and the VPA will determine if part or all the records request can be filled;
- If none of the records requested meet state/federal standards for release, the EDHR will respond to the requestor detailing the reasons for the denial;
- If part or all of the records request can be provided, the EDHR will assemble the records, draft a response to the requestor, and submit it to the VPA for approval;
- The VPA will review the response and obtain additional legal review as needed;
- If approved for release, the EDHR will provide the requestor with the approved response via email, copying the VPA.