Piedmont Virginia Community

Section: II – Administrative General Policy

II – 70.6 Student Data Policy

Policy #:	II – 70.6
Effective:	May 10, 2021
Revised	New
Responsible Dept.:	Institutional Research, Planning, and Institutional Effectiveness

1. Purpose

Piedmont Virginia Community College's institutional data is a College asset by definition, practice, and intent. The purpose of this document is to establish an official policy for reporting student data to external agencies.

2. Policy Statement

To ensure consistency in reporting, the Office of Institutional Research, Planning, and Institutional Effectiveness (IRPIE) is the College's official source of institutional student data. IRPIE coordinates the collection and reporting of data for a variety of external and internal purposes. IRPIE is prepared to assist other offices in obtaining necessary data to complete additional reports for which they are responsible. All data for release to external constituents must be reviewed and approved by the Director of IRPIE.

3. Other General Information

Aggregate data such as enrollment, retention, and graduation rates are available to the public on the Research and Statistics page. If you need information that is not posted, please use the IRPIE Data Request Form to make your request. These data requests are subject to applicable privacy and confidentiality laws. If you are an external constituent and would like to make a request under the Freedom of Information Act, please contact the Office of Finance and Administrative Services.

4. Applicability

This policy applies to all faculty, staff, and administrators.

5. Procedures

1. If the requester needs student data (i.e., program enrollment; student demographics, retention, graduation rates, student success rates) and the data is for internal data-driven decisions and/or official purposes(i.e., a report to the VCCS, SCHEV, news, etc.), and being provided to an external agency, then the requester will need to complete the electronic form.

2. The Director of Institutional Research, Planning, and Institutional Effectiveness (DIRPIE) will contact the requester, discuss the needs, terminology, timeline, and methodology for this request.

3. DIRPIE will meet with administrative computing for query verification.

4. IRPIE will create a report for the requester.

<u>Shared Governance Approvals:</u>
Faculty Senate: *Approved, October 18, 2019*
PASS: *Approved, September 18, 2020*
College Senate: *Approved, December 4, 2020*
President's Staff: *Approved, May 10, 2021*