

Bergen Community College
Board of Trustees
Section GADM

Policy #: GADM: 001-001: 2018

Effective Date:

Responsible Official:

Vice-President of Institutional
Effectiveness

External Data Requests

Reason for Policy: To ensure consistency and accuracy of responses and to avoid duplication of efforts.

Entities Affected by this Policy: All programs and units at the College.

Policy Statement:

Many local, state and national agencies, organizations, publishing companies and other businesses request information about Bergen Community College. To ensure consistency and accuracy of responses and to avoid duplication of efforts, the Office of Institutional Research has been given the responsibility of preparing external data reports for and coordinating responses to surveys from external organizations.

Casual requests for information that is readily available in the Fact Book or on the College website do not need to be channeled through the Office of Institutional Research.

The Office of Institutional Research will work in coordination with the Department of Documents and Records Management to ensure that the College does not violate FERPA regulations.

Procedures:

If a unit receives a survey or data request from an external organization, it should:

1. Fill out a Data Request form found on the Institutional Research website page.
2. Send the survey or request, and the specific answers that you can provide, and all other material (including mailing information) to Institutional Research.

3. Institutional Research will provide answers that are known to the entire institution (such as enrollment or graduation figures) and make appropriate requests to other areas of the College to find the remaining answers, and complete and send the information to the requesting unit.
4. A copy of the completed survey or document will be sent back to the unit requesting information. An electronic copy will be maintained by the Office of Institutional Research for future reference.

Related Documents/Policies:

Policy History: (adopted/amended)

Section H: HA External Relations: 8/1/95
Renumbered 8.15.18