## Request for Institutional Data

•	•	completed, please email to matthew.berosik@und.edu.  Phone:
Requester is:Faculty, Staff, Student, Non-UND (	please specify)	Phone: UND Division/Department:
Before submitting your data request, please visit had to see if the information requested already exists.	tps://und.edu/analytics-and-p	lanning or the internal dashboards available for all UND faculty and staff
2. To help us respond, please tell us what type	of data you are requesting:	
3. Date Needed: We strive to complete all requests within 10 busine	Other:	plexity and priority status of the request.)
		iteria; in what sequence should data appear, and how should data be nalism along with their permanent address and emails for Spring Ter
	ddress, and major/minor, etc	. Please be specific. If necessary, type in a sample of the desired
5. Use and Purpose of Data: How will the information	on be used?	
conducted by faculty, staff and students associated with the	ne University of North Dakota, must be initiated without prior review and	for research ? no yes NOTE: All research with human participal be reviewed and approved as prescribed by the University's policies and procedures a approval by the Institutional Review Board. University Analytics & Planning will requ
7. If confidential information is provided, descr	ribe procedures you will imp	ement to protect confidentiality.
I have taken FERPA traning no ye	es	
B. The requesting administrator/faculty must ago The requested information will be used for the above purpopother use of this information violates the Family Education of the control of the same of	ses only. As the UND administrator,	faculty responsible for the organization or office outlined above, I recognize that any d cannot be released further on or off campus.
If provided with confidential information, I wil	l expect to:	
<ul> <li>Handle the information in a secure fashion</li> <li>Communicate the information only to othe</li> <li>Use the information only for its intended p</li> <li>Properly dispose of the information when in</li> </ul>	r parties authorized to have urpose	ential access to it in accordance with the provisions of FERPA
Administrator/Faculty Signature	Email Address	 Telephone Number



## A. Procedures:

- 1. User completes the "Request for Computer Output" form and transmits to University Analytics & Planning. With questions concerning this form, please contact University Analytics & Planning at 701-777-4358.
- 2. The form is reviewed for: a) Completeness and clarity b) Appropriate approvals

NOTE ON LIMITATIONS: Occasionally, requests are submitted for data which are not in the student data system (e.g., height and weight of all students who may be interested in playing rugby). Sometimes requests are submitted for data in formats which are not possible. With such requests, requester will be notified of limitations.

## B. Additional information regarding data requests:

- 1. All organizational/agency requests for student information must be limited to the information and the uses as described in Section VI. A. Directory Information of the Code of Student Life.
- 2. The requesting agency must be a recognized University department/organization.
- 3. The request must include a specific statement as to the purpose for the request and how the information will be used.
- 4. Procedures as to how the confidentiality of information released will be assured must be stated by the requestor.
- 5. The information provided cannot be used for profit in any way and, therefore, cannot be used for solicitation purposes other than for: a) membership recruitment b) newsletters and/or other organizational promotional materials
- 6. You will be contacted if University Analytics & Planning has any questions or concerns about the feasibility or appropriateness of your request.
- 7. The most commonly used data can be found at: https://und.edu/analytics-and-planning