

POLICY FOR THE RELEASE OF DATA

DIVISION OF PLANNING AND TREASURY OPERATIONS

Any data held by the Division of Planning and Treasury Operations may only be released based on the guidelines below:

1. All regularly established reports of public university data may be distributed by request and at the discretion of the Division of Planning and Treasury Operations.
2. Data requested by units for internal use can be distributed to the unit pending the approval of the Dean or Director directly above unit.
3. Data requested by units within West Virginia University for students within that unit or related to students associated with that unit may be released as required. A unit requesting data for students not associated with that unit may receive data if a need-to-know exists.
4. Student organizations may receive certain data for the purpose of providing appropriate information to students that is related to the purpose of the organization and has a demonstrated interest to the student population. Data are not available to student organizations for purposes associated with the sale of items, fund raising, solicitations, personal or private promotions, etc. All organizations must complete the following form.
5. Groups not affiliated with West Virginia University will not receive data when the request is associated with the sale of items, recruiting of students, fund raising, solicitations, personal or private promotions, etc.
6. Students requiring data for dissertation/thesis and/or research must submit approval of the study from the doctoral committee/advisor and the Institutional Review Board for the Protection of Human Subjects (293-5971). All students must complete the attached forms. Requests deemed to be inappropriate might be denied.
7. If you intend to publish this data, you must obtain approval from the Institutional Review Board for the Protection of Human Subjects (293-5971). Once approval is obtained from the IRB, you must attach the approval and the Data Request Form as per the Data Request Procedure. Final review will be required before data may be published.

In all cases, any data released by the Division of Planning and Treasury Operations may not be reproduced for future use nor will it be shared with a third party.

**West Virginia University
Institutional Research
IDEAS Data Request Form**

**Please allow at least ten working days for processing
of any custom requests**

Requestor Name:

Department/Organization:

Phone Number:

Email Address:

Describe below the needed information, purpose, and use of the requested information.

**Semester/Year
of Data
Selected:**

Describe the business need for this information:

Describe the report population:

Describe any calculations or other processing needed:

Is the report a reoccurring report ? Yes No

Describe the desired format of the report

Is this report for decision support ? Yes No

Is this for official reporting purposes ? Yes No

Do you intend to publish this data? Yes No

To whom should access to this report be granted?

Comments/Other Information?