Data Request Policy

Background:
The Columbus State University Data Governance Plan includes the development of the Data Governance Committee charged with overseeing and improving the various levels of data management at CSU to ensure appropriate handling, communication, and reporting of quality institution data. The core purpose of the committee is to address the following issues:

- Data Quality
- Data Integrity
- Data Integration
- Data Monitoring

Policy:
To ensure accuracy and consistency of reporting university data, all data requests must originate through the university's eQuest ticketing system (once submitted an eQuest ticket number will be assigned to track the request). The requests are then assessed by Institutional Research in collaboration with the respective owner(s) of the data, reviewed and validated by the Registrar and processed accordingly. Standard turnaround for request to be processed and completed is 5 business days.

The data types include but are not limited to:

- Official enrollment information (application, enrollment, financial aid, etc.)
- Graduation and retention information
- Historical data/information
- Course information
- Other statistical data/information

Due to student, data privacy, and FERPA laws, all request and release of open records information to outside agencies must be authorized by the university's Information Security Officer (ISO).

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