



Institutional Research & Effectiveness Resource Collection

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Introduction and Purpose

The Office of Institutional Research and Effectiveness at Wiley University serves as the institution's central hub for data collection, analysis, and reporting. Our mission is to provide accurate, timely, and actionable data that supports evidence-based decision-making across all levels of the university. From enrollment projections to student success metrics, Institutional Research and Effectiveness plays a critical role in advancing the strategic priorities of Wiley University.

Data-informed decision-making is essential to the continued growth and excellence of Wiley University. Whether you are a faculty member evaluating program outcomes, a staff member preparing an accreditation report, or an administrator reviewing institutional performance, the data provided by Institutional Research and Effectiveness empowers you to make decisions grounded in evidence rather than assumption. Thoughtful use of institutional data strengthens accountability, enhances transparency, and ultimately improves outcomes for our students.

The purpose of this guide is to outline the process by which members of the Wiley University community may request data from the Office of Institutional Research and Effectiveness. This document describes the types of data available, who may submit requests, the step-by-step submission process, expected timelines, and the policies governing data security and confidentiality. By following the procedures outlined herein, requestors can help ensure efficient processing and high-quality deliverables.

Institutional Research and Effectiveness is committed to supporting a culture of continuous improvement at Wiley University. We encourage all stakeholders to utilize institutional data responsibly and to engage with our office early in the planning stages of any project or initiative that may require analytical support. This collaborative approach allows us to align data resources with institutional goals and to deliver insights that drive meaningful progress.

TIP: If you are unsure whether your project requires a formal data request, please contact Institutional Research and Effectiveness for a brief consultation. We are happy to help you determine the best path forward.

Types of Data Available

The Office of Institutional Research and Effectiveness maintains a broad range of institutional datasets. The table below summarizes the major categories of data available through the data request process, along with descriptions and example reports that fall within each category.

Data Category	Description	Example Reports
Enrollment Data	Headcount, FTE, demographic breakdowns, course-section enrollment, and historical enrollment.	Fall Census Report; 12-Month Enrollment; Enrollment History

Student Success Data	Retention rates, graduation rates, course completion, DFW rates, and time-to-degree metrics.	First-Year Retention Report; Six-Year Graduation Rates
Financial Data	Tuition revenue, financial aid distribution, Pell eligibility, and cost of attendance figures.	Pell Grant Summary; Net Price Calculator Data; Tuition Revenue
Survey Data	Student satisfaction, alumni outcomes, campus climate, and engagement survey results.	Student Satisfaction Survey; Alumni Outcomes Survey; Climate Survey
Compliance / Reporting Data	IPEDS, SACSCOC, Title III, state coordinating board submissions, and federal/state reporting.	IPEDS Submission; CBM Reports; Title III Reports

Who Can Request Data

The data request process is available to a wide range of stakeholders within the Wiley University community. The following groups are eligible to submit data requests through the Office of Institutional Research and Effectiveness:

- **Faculty Members** — Full-time and adjunct faculty may request data to support academic program reviews, accreditation self-studies, grant applications, curriculum development, and scholarly research related to institutional outcomes.
- **Staff Members** — Administrative and professional staff may submit requests to support departmental planning, assessment activities, reporting obligations, and operational decision-making.
- **Senior Administrators and Cabinet** — Vice presidents, deans, and other senior leaders may request strategic-level data for institutional planning, board presentations, budget development, and performance dashboards.
- **Board of Trustees** — Board members may request aggregated institutional data through the Office of the President or the Provost. All board-level data requests are routed through senior administration for context and coordination.
- **External Agencies and Partners** — Accrediting bodies, government agencies, grant-funding organizations, and approved research partners may request data subject to the approval of the Vice President for Academic Affairs and in compliance with applicable data-sharing agreements and FERPA regulations.

IMPORTANT: Students are not eligible to submit data requests directly through Institutional Research and Effectiveness. Students seeking institutional data for class projects or research should work with their faculty advisor, who can submit a request on their behalf.

How to Submit a Data Request

The data request process at Wiley University is designed to be straightforward and efficient. Follow the six steps below to submit your request and receive your data. Each step is outlined in detail to help ensure a smooth experience from start to finish.

1	<p>Identify Your Data Need</p> <p>Before submitting a formal request, take time to clearly define the question you are trying to answer or the report you need. Consider the scope (e.g., a single semester vs. a multi-year trend), the level of detail required (e.g., aggregated vs. student-level), and how the data will be used.</p>
2	<p>Complete the Data Request Form</p> <p>Access the Institutional Research and Effectiveness Data Request Form on the Wiley University intranet or request a copy via email. The form asks for your name, department, a description of the data needed, the intended use, the desired format, and any relevant deadlines.</p>
3	<p>Submit Your Request</p> <p>Submit the completed form via email to ire@wileyc.edu or through the online submission portal. Be sure to include any supporting documents, such as survey instruments, reporting templates, or prior reports that provide context for your request.</p>
4	<p>Review and Acknowledgment</p> <p>Within two business days of receiving your request, an Institutional Research and Effectiveness analyst will acknowledge receipt and may reach out to clarify the scope, refine definitions, or discuss the most appropriate methodology for your needs.</p>
5	<p>Data Preparation</p> <p>The Institutional Research and Effectiveness team will extract, clean, analyze, and format the requested data. During this phase, we apply quality-assurance checks to ensure accuracy. For complex or custom requests, we may schedule a mid-process check-in with you.</p>
6	<p>Data Delivery</p> <p>Upon completion, the data or report will be delivered via secure email or a shared drive, depending on the sensitivity of the information. You will also receive guidance on interpreting the data and any caveats or limitations that should be noted.</p>

TIP: Submitting a clear, detailed request form significantly reduces turnaround time. If you need help completing the form, Institutional Research and Effectiveness staff are available for walk-in consultations during regular office hours.

Request Processing Timeline

Processing times vary based on the complexity of the request, the availability of source data, and the current volume of requests in the Institutional Research and Effectiveness queue. The table below provides estimated turnaround times for common request types. Please plan accordingly and submit requests as early as possible to ensure timely delivery.

Request Type	Description	Expected Turnaround
Standard	Pre-built reports, common queries, single-semester data pulls.	3–5 business days
Priority	Time-sensitive requests tied to accreditation deadlines or executive briefings.	1–2 business days
Complex / Custom	Multi-year longitudinal studies, custom analyses, new survey development.	10–20 business days
IPEDS / Compliance	Federal and state reporting submissions (IPEDS, CBM, PDP, Title III).	Per federal/state calendar

During peak reporting periods — such as IPEDS submission windows in fall and spring — standard request processing times may be extended. Institutional Research and Effectiveness will communicate any anticipated delays as early as possible.

TIP: Priority requests require approval from a Vice President or Dean. Please include the approving administrator's name and the reason for the expedited timeline on your request form.

Data Security and Confidentiality

Wiley University is committed to protecting the privacy of its students, faculty, and staff. All data maintained and distributed by the Office of Institutional Research and Effectiveness is handled in accordance with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) where applicable, and university data governance policies.

FERPA Compliance

FERPA is a federal law that protects the privacy of student education records. Under FERPA, Wiley University may not disclose personally identifiable information from a student's education records without the student's written consent, except under certain limited circumstances (e.g., school officials with a legitimate educational interest, directory information, health and safety emergencies, or compliance with judicial orders).

All Institutional Research and Effectiveness data deliverables are reviewed for FERPA compliance before release. Data containing fewer than five students in any reportable cell may be suppressed or aggregated to prevent the identification of individual students. Requestors are expected to handle all data received from Institutional Research and Effectiveness in a manner consistent with FERPA requirements.

IMPORTANT: Unauthorized disclosure of FERPA-protected student information may result in disciplinary action, including termination, and may expose the university to federal penalties, including the loss of federal funding. If you believe a data breach has occurred, contact Institutional Research and Effectiveness and the Office of General Counsel immediately.

Data Handling Requirements

- Do not share data files with individuals who were not included on the original data request.
- Store data files in secure, password-protected locations. Do not save sensitive data to personal devices, USB drives, or unsecured cloud storage.
- When data is no longer needed, securely delete all copies and notify Institutional Research and Effectiveness that the data has been destroyed.
- Do not attempt to re-identify de-identified or aggregated data.
- Cite Institutional Research and Effectiveness as the data source in all publications, presentations, and reports that utilize institutional data.

Institutional Review Board (IRB) Requirements

If your data request is related to human subjects research — whether for publication, a thesis, a dissertation, or a grant-funded project — you must obtain IRB approval before Institutional Research and Effectiveness can release student-level data. Please submit your IRB approval letter or exemption determination along with your data request form. Requests that require IRB review but lack documentation will be held until the appropriate approvals are in place.

Frequently Asked Questions

Q: How do I access the Data Request Form?

A: The Data Request Form is available on the Wiley University intranet under "Institutional Research & Effectiveness." You may also request a copy by emailing ire@wileyc.edu. Paper copies are available at the Institutional Research and Effectiveness office in the Administration Building, Suite 210.

Q: Can I request data for a time period that predates my employment at Wiley University?

A: Yes. Institutional Research and Effectiveness maintains historical data and can fulfill requests spanning multiple academic years. Please note that the availability of certain data elements may vary for older time periods, particularly for data collected prior to the implementation of the university's current student information system.

Q: What format will my data be delivered in?

A: Data is typically delivered in Microsoft Excel (.xlsx) format. However, we can accommodate requests for CSV, PDF, or PowerPoint formats as needed. Please indicate your preferred format on the request form. Interactive dashboards can also be developed for recurring reporting needs.

Q: Can I request student-level data?

A: Student-level data may be provided to authorized personnel who have a legitimate educational interest under FERPA. Requests for student-level data require additional review and may take longer to process. All recipients must sign a data use agreement acknowledging their responsibility to protect student privacy.

Q: What if I need data urgently for an accreditation visit or board meeting?

A: Institutional Research and Effectiveness offers a priority processing track for time-sensitive requests. Priority requests require written approval from a Vice President or Dean and will be processed within one to two business days, depending on complexity. Please contact Institutional Research and Effectiveness as early as possible so we can plan accordingly.

Q: Can Institutional Research and Effectiveness help me design a survey?

A: Yes. Institutional Research and Effectiveness provides survey design and administration support using Qualtrics and Microsoft Forms. We can assist with question development, response scale selection, distribution logistics, and results analysis. Survey support requests should be submitted at least four weeks before the desired launch date.

Q: Who should I contact if I have questions about a report I received?

A: If you have questions about interpreting data or need clarification on a deliverable, please contact the analyst who prepared your report. Their name and contact information will be included in the delivery email. You may also reach out to the general Institutional Research and Effectiveness email at ire@wileyc.edu.

Q: Is there a cost associated with data requests?

A: There is no charge for standard data requests submitted by Wiley University faculty and staff. External organizations requesting custom analyses or large-scale data extracts may be subject to a processing fee, which will be communicated in advance.

TIP: Don't see your question listed here? Contact Institutional Research and Effectiveness at ire@wileyc.edu or call (903) 927-3300. We are happy to assist you.