

EDINBORO UNIVERSITY OF PENNSYLVANIA

INFORMATION REQUESTS FROM EXTERNAL SOURCES-Policy No. C019

Supersedes Policy No. C019, Dated 6-7-89 and 7-31-90

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on August 31, 1993

Review Date: As Required

INTENT

Edinboro University, its administration, faculty, staff and students receive requests for factual and statistical information from a variety of sources, including governmental agencies, corporations, foundations, and private researchers. It is important to the integrity of the University that the responses to such surveys, questionnaires, and other requests for factual information be both current and consistent. It is the intent of this policy to insure such correctness and consistency.

POLICY

All surveys, questionnaires and other requests for factual and/or statistical institutional information received by administrative offices, schools, departments, operating units or individuals shall be forwarded to the Office of Institutional Research and Planning. This office will review these instruments and/or requests and determine appropriate institutional responses.

Surveys, questionnaires and requests for responses which seek the professional or personal views of the recipient and do not thereby seek factual and/or statistical data regarding Edinboro University shall be answered directly by the recipient of the request.

PROCEDURES

1. All surveys, questionnaires, and other requests for institutional data will be forwarded to the Office of Institutional Research and Planning for review. The Office will log the request and determine appropriate responses. The instruments may be forwarded to other offices to complete sections of the instrument.
2. All instruments that report institutional data will be returned to the requestor with a cover letter from the President or Provost. A copy of the completed instrument will be maintained by the Office of Institutional Research and Planning.