

# DATA REQUEST PROCESS

as of July 24, 2023



## REQUEST INITIATED

1

- Initiator submits data request.
- Initiator receives acknowledgement email.



## VP OF AA APPROVAL

2

- VP assigns request to staff in Academic Affairs or Student Services/ Administrative Services.



## OIE BEGINS PROJECT

3

- Initiator receives status update email.
- Projects typically require 2 weeks to complete.



## PROJECT COMPLETED

4

- Initiator receives password protected file/report.
- Project is closed.