STUDENT DATA REQUEST REQUIREMENTS

OVERVIEW

While we try to fulfill requests within 10 business days, or by the requested date, the amount of time will vary depending on the time of the year, the complexity of the request, and on the need for follow-up questions. To better facilitate a timely response:

- Be as specific as possible about the population for which you're requesting information (e.g. "all active undergraduate students pursuing Accounting degree as a primary major during the current term")
- Include the type of data you need, such as name (primary or legal), email address (home and/or WCU), primary and secondary majors, admit term, etc.
- Be as clear as possible about the manner in which the data will be used.

INFORMATION REQUIRED WHEN SUBMITTING A REQUEST FOR STUDENT DATA

- Requester's Name, Email, Phone Number, and Office Name
- System: choose myWCU
- Student Data: choose Yes
- Reason for the request: Choose one of the following based on your need:
    - Operational Requirement: data set or query is needed to meet operational needs.
    - Communication Campaign: a list of students and their contact information is needed for an email, phone, test, mailing, or other communications.
    - Institutional Evaluation/Assessment: data to compute metrics/performance indicators to support university strategic planning and decision-making, college/departmental planning, and program review.
    - Internal Survey: a student population is needed to complete a survey.
    - External Survey: a student population is needed to complete a survey.
    - Academic Research: If reason for request is Academic Research. Please choose:
        - ⇒ I have an approved IRB application.
        - ⇒ My IRB application is in Process.
        - ⇒ I need a letter of support from AES.
- Description/Purpose
- Data Selection Criteria: Enter enrolled students.
- Data Prompts: Refers to any filters needed on specific data elements.
- Output Fields: Refers to the specific fields needed in the report.

- Data Access: Refers to who will see and have access to the data.
- Data Disposal: Refers to how data will be destroyed at the completion of the project.
- Due Date: Please enter when the data is required.
- Data Storage: Choose one from the drop-down: Downloadable Electronic Portal, Flash drive/Hard drive, View only Electronic Portal, WCU server (OneDrive)
- Data Shared Outside of WCU: Yes or No
- Reoccurring Data Request: Yes or No

FERPA

West Chester University is committed to protecting the privacy of its students and to maintaining the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Additional information can be found by visiting Registrar Policy Information. Please use the Student Data Incident Form to report an incident.