



# Guidelines for Institutional Research and Planning

Office of Institutional Research and Planning

September 2019







3URYLGH VXSSRUW IRU DOO LQWHUQDO LQVWLWXWL  
GHSDUWPHQWV DQG DFDGHQDIFDGHORLWDPV DV ZHO

Goal2 (IIHFWLYHO\ VXSSRUW WKH GDWD QHHGV RI /HZLV  
HGXFDFWLRQDO SURJUDPDUP DFFUHGHWDDVQRWPKHQW  
LQVWLWXWLRQDO HIIHFWLYHQHVV HIIRUWV ZLWK DFFXU

2Q D FRQWLQXR XV EDVLV DVVLVW WKH 8QLYHUVLW  
GDWD QHHGV IRU WKH UHDOGUPXSLSRUQRW DFF8QLY  
HIIRUWV WR PHHW WKH +LJKHU /HDUQLWKR RPPPLVVL  
&ULWHULD IRU \$FFUHGLWDWLRQ DQG &RUH &RPSRQ  
&ROOLQFWLWXRUPDWRQVSHFLDOLJHG DFFUHGLWDW  
FROOHGHSDUWPHQWV RI WKH 8QLYHUVLW\ LQ WKHL  
VFLDOLJHG DFFUHGHWDDVQRWPKHQW DFFUHGHWDDVQRWPKHQW  
DFDGHPLF SURJUDPD UHYLHZXWFRZP RVDQDPWHFQHWZ  
VWXG\ HWF

5HVSWRGDQ\ DEFWRQWDERUWV ROOLQRYLW\%RDRJGVRK  
+LJKHU (GXFDWLRQQR%V(/RQJLWXGLQBDWFDWIDW6\VWH  
DFFXUDWH DQG UHOLDEOH GDWD LQ D WLPHO\ PDQ

Goal 3. 5HSRUW FRQVLVWHQW DQG DFFXUDWH LQVWLWXWL  
JRYHUQPHQWV UHJLRQDO DQG RU VSHFLDOLJHG DFFUH  
DJHQFLHV LQ D WLPHO\ PDQQHU

&RPSOHWH DQG RU FRRUGLQDWH ZLVWKRUFHPSYDQWH  
IHGHUDO DQG VWDWILHQJRYHUQDQWD UHRSRUHWL RQ  
,%+( ,/,%+( ,/

2WKHU LQVWLWXWLRQDO VWXGLHV RU DQDO\VLV  
 3URYLGH H[SHUWLHV DQG DVVLVWDQFH DV QHHGHG  
 VFKRODUO\HQGHLDWLRQDO VWXG\ RU UHVHDUFK  
 UHVHDUFK GHVLJQ GDWD FROOHFWLRQ DQG VWDW  
 6XSSRUW IDFXOW\ DQDQW DIIHDOOLDDQ RYHUHLWLQJ  
 UHVHDUFK HIIRUWV

Goal 5. 6\VWHPDWLFDOO\ HYDOXDWH WKH XQLYHUVLW\ SHU  
 FRQWLQXRXV EPSMBYHPLHQJWWXGHQWV DOXPQL DQG H  
 VWXGHQW SHUFHSDUHQV DQG VDOJLRIHFWLRQDO H[SH

6XSHUYLVH LQVWLWXWLRQDO FROOHFWLRQ DQDO\VLV  
 8QLYHUVLW\  
 &RQGXFWRU FRRUGLQDWH LQVWLWXWLRQDO VXUYH  
 WKH IROORZLQJ DV QHHGHG

- \*UDGXDWLQJ VWXGHQWFRPHPHQW 6XUYH\  
 \$FDGHPLF \$GYLVLQJ 6XUYH\  
 \$QRWKHU LQWHQDQWV

&RUGLQDWH QDWLRQDO VWXGHQW DQG IDFXOW\ V  
 OLPLWHG WR WKH IROORZLQJ

- 1DWLRQDO 6XUYH\ RI 6WXGHQW (QJDJHPHQW 1  
 &RRSHUDWLYH ,QVWLWXWLRQDO 5HVHDUFK 3UR  
 +(5,)DFXOW\ 6XUYH\  
 1RHO /HYLW] &ROOHJLDWH 6WXGHQW ,QYHQWLU  
 1RHO /HYLW] 6WXGHQW 6DWLVIDFWLRQ ,QYHQW

1RHO /HYLWJ \$GXOW 6WXGHQW 3ULRULW\ 6XUYH

1RHO /HYLWJ \$OXPQL 6XUYH\ \$6

&ROOHJLDWH /HDUQLQJ \$VVHVVPHQW &/

&,0\$ 1HZ 6WXGHQW 6XUYH\

&,0\$ \*UDGXDWLRQ 6WXGHQW 6XUYH\

&RQGXFVWLVWL@DO DQDO\XH



&RPPBQWD VHWV

8QLYHUVLW\ VXUYH\V VMOXG DHHV UGDV D FXQDOR V

,, 3URFHGXUHV IRU \$VVXULQJ 'DWD TXDOLW\

'DWFDRQVLVDFHQBDDQG WLPVOLQHVV DUH WDVH ZM KOH DVSU

SULR WLVWVH V2 IILF DLRV ,WR DFKLHYH LQ RUGHU WR HQVXUH

LQVWLWXVH LQDDWGIDWDDQG 2 SURYL G7RG DEFKWKYH WKH REMHF

IROORZLQJ SURFHGXUHV DUH HVWDEOLVKHG DQG PXVW E

1RWH 7KH SURFHGXUHV SEHODV LQFSDQW BLQDQ XGDs 6"HV

DQG GHYHORSPHQW RU Wa\$@p@





D %HIRUHQRWVHGDWDRZQORDGHGRQWKH8QLYHU

H \$QFRPSOGHWHG UHSRUW VXUYH\ RU GDWD UHTX  
 UHYLHZ RU FURVV DEFRXNDQJ WR RUCVXWHLV VXE  
 L :RUN FRPSOHWHG VILDOHEZLHG IRU DFFXUDF\  
 RWKBUVWDIWKH RIILFH  
 LL:RUN FRPSOHWHG E\ RWKMMMLQ WKHKH`pDÀ

G :RUN RQ WKH UHSRUW BUOXUDWZGHIWYXGIRUHDWKHH  
GDWH LQ FDVH DQ\ GDWD LVVXHV BULWHEWKDWLRSQHYHQW