

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	02-0022				
Name of Policy:	Data Request Process				
Date of Last Revision:	May 2022	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Chief Security Officer				
Policy/Chapter Sections					
Date of Next Review:	May 2025				

## 1.0 PURPOSE

To provide consistent reporting of data and identify the process for requesting university data, with the exception of Open Records/Sunshine Law Requests or legal subpoena requests.

## 2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

## 3.0 POLICY

All data requests will be processed through the Office of Institutional Effectiveness using the data request form located on the Institutional Effectiveness webpage.

When applicable the Office of Institutional Effectiveness will redirect data requests to the appropriate data providers.

All data requests must adhere to Family Educational Rights and Privacy Act (FERPA) regulations and demonstrate a legitimate educational interest.

## 4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

## 5.0 RELATED DOCUMENTS

[MSSU Data Request Form](#)