

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Data Submission and Publication Policy

POLICY NUMBER:

EFFECTIVE DATE:

REVISION DATE:

ACCREDITATION STANDARDS:

POLICY:

All university data and statistics released to the outside (publications, reports or surveys) shall be: 1) Verified for accuracy by the department generating the data, 2) Submitted to the Office of Institutional Effectiveness in a timely manner commensurate with the needed report, survey or publication and 3) Validated, tabulated and released by the Office of Institutional Effectiveness. No office shall release campus data, information or statistics without the approval of the Office of Institutional Effectiveness. The university Fact Book, published each fall by the Office of Institutional Effectiveness, will serve as the conclusive, authoritative source for university data, information and statistics.

PURPOSE:

To ensure timeliness, accuracy, compatibility and uniformity of published reports, data and statistics.

SCOPE:

All campus departments including (but not limited to) Academic Departments, Admissions, Business, Development, Finance, Financial Aid, Human Resources, Registrar and Student Development

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

At the earliest opportunity, the Office of Institutional Effectiveness will notify the offices gathering data (Admissions, Financial Aid, Registrar, etc.) of the need for particular data relating to a particular report or survey (University Fact Book, Common Data Set, IPEDS, ICUF, Florida DOE, US News, etc.). Generally, the offices gathering the data should submit the needed data to the Office of Institutional Effectiveness at least two weeks prior to the report deadline, certifying the data's veracity in writing. This will allow the I.E. Office time to tabulate and sort the data for various types of statistics and reports. Data should be "cleaned" prior to submission to Institutional Effectiveness i.e., devoid of duplications, errors or missing information.

APPROVAL:

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DISTRIBUTION: Cabinet, Directors

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