Department of Institutional Research
Policy on Data Report Completion and Verification

In an attempt to improve and maintain the quality of institutional data reporting by the Office of Planning, Assessment, and Institutional Research (OPAR), every effort will be made to improve data collection by adhering to standards of data accuracy and integrity as established by the Association of Institutional Research (AIR). The Code of Ethics as established by AIR for the collection of secondary data states that, **"The institutional research shall exercise reasonable care to ensure the accuracy of data gathered by other individuals, groups, offices, or agencies on which he/she relies, and shall document the sources and quality of such data[1]."**

To operationalize this standard as expressed in the Code of Ethics by AIR, it is proposed that OPAR set the following methodology for data report completion and data verification that would allow accurate and timely submission of reports vital to Clark Atlanta University.

- OPAR will use Banner database by Fall and Spring census dates to complete all outgoing reports. **Real-time data is not maintained by OPAR and therefore cannot be used for reporting**

- Units when in disagreement with data provided must work with OPAR for correction or clarification

- Reasonable time (7-10 business days) must be given to OPAR to meet report deadline

- Final copy of the report submitted must be provided for files

Fall 2018

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[1] Association of Institutional Research (1992), Section II – Practice, II (e) Quality of Secondary data.