

Central Ohio Technical College (COTC) is dedicated to supporting the educational endeavors of our students as well as enhancing understanding of two-year colleges, their students, and their roles. On occasion the COTC receives requests for information about our students from individuals and entities. While the college would like to be supportive of these efforts, information requests that could potentially pose risks to students or to COTC must be carefully weighed relative to the value the requests may yield for COTC. The points below outline in broad COTC's expectations for such requests:

Please send completed requests to cotcire@cotc.edu.

- 1) Data requests that could pose risks to COTC will be evaluated by COTC's Office of Institutional Research and Effectiveness and other affected offices such as but not limited to Academic Affairs, academic departments, and/or the Registrar. The President will be apprised of the request and shall have the discretion to approve or disapprove the request. **The college reserves the right to deny information requests that could pose risks to the College or would otherwise distract from the College's normal operations.**
- 2) Those requesting data must provide a detailed description of the type(s) of data requested, the purpose behind the request(s), how long the data are needed, and plans for eliminating or maintaining the data once they have served their purpose. Individuals with access to or responsibility for the data, including its usage, should be identified including their contact information.
- 3) Those requesting data must provide assurances that any data that could be used to personally identify a COTC student, employee, or other associated individuals will be secure from disclosure. This may include housing data on secure servers or otherwise limited access media; removal of personal identifiers, or suppression of information if the reporting such information could potentially result in identifying a student, such as in the instance in which there are a small number of students within a category. Those requesting data from COTC should be prepared to provide details about how COTC's data will be protected from inadvertent disclosure.
- 4) In some cases it may be necessary for the data requester to show that s/he has been trained in Human Subjects Research protocols and/or that the requester's proposal has been vetted and approved by an Institutional Review Board at his/her institution.
- 5) COTC maintains the right to withdraw its consent to use its data should evidence arise demonstrating that COTC's data have been compromised and/or the data are not being used for the intended purpose(s) as detailed in the request to COTC.
- 6) Copies of reports, dissertations, or other information that relied on information provided by COTC should be made available to COTC when complete.

Date of Request:
Requestor's Name:

E-Mail Address:

Phone

Please provide a detailed description of your project and questions to be addressed by COTC's data. Include in the description the data needed from COTC:

If you have already spoken with an OIR&E staff member about your request, please indicate with whom you have spoken (drop-down menu).

If you have spoken with another campus employee about your needs and were referred to the Office of Institutional Research and Effectiveness (OIR&E), please enter that person's name in this text box:

(The box below must be checked for your request to be processed)

I have read and understand the requirements of the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) as described at <http://www.cotc.edu/current-students/student-records/Pages/FERPA.aspx>. I understand that the data provided for my use are not to be shared with anyone else. Requests by other individuals for access to the data must come to the office of Institutional Research and Effectiveness.

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