

Request for Data/Reports (CUNYfirst)

Requestor *Print Clearly*

Last Name, First Name		Date
Department/Program		Department/Program Chair
Telephone	Email	@hunter.cuny.edu
Status (check all that apply) <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other (specify)		

Description: Provide a description of the data you are requesting. If required for a report, attach original request.

Use: Outline intended use of this data. (E.g., to track students, send student mailings, contact students via telephone/email? Do you intend to use the data to produce reports about students? To whom would you provide such reports?) Note: Should you later want to use this data for any other purpose, you must get approval from the Office of the Registrar.

(3) WHO: Identify the group of students you are targeting. Check all that apply

Status/Career	Academic Plan (specify codes)	Sub-Plan (specify codes)	Classification/Academic Level
<input type="checkbox"/> Undergraduate	1	1	<input type="checkbox"/> LWFR (0-14.9 crds) <input type="checkbox"/> UPFR (Freshman) (15- 29.9 crds)
<input type="checkbox"/> Graduate	2	2	<input type="checkbox"/> LWSO (30-44.9 crds) <input type="checkbox"/> UPSO (Sophomore) (45-59.9 crds)
<input type="checkbox"/> Degree	3	3	<input type="checkbox"/> LWJR (60-74.9 crds) <input type="checkbox"/> UPJR (Junior) (75-89.9 crds)
<input type="checkbox"/> Non-Degree/Non-matriculate	4	4	<input type="checkbox"/> LWSR (90-104.9 crds) <input type="checkbox"/> UPSR (Senior) (105 -120)
<input type="checkbox"/> Readmit	5	5	<input type="checkbox"/> "Super" Senior (120.1 + crds) <input type="checkbox"/> PDBA (Prior Degree)
Semester Standing	Academic Standing	Term and Year	Special Instructions:
<input type="checkbox"/> Registered	<input type="checkbox"/> Probation	<input type="checkbox"/> Summer _____	
<input type="checkbox"/> On-file (Eligible to register)	<input type="checkbox"/> Debarred	<input type="checkbox"/> Fall _____	
Graduation Status	GPA	<input type="checkbox"/> Winter _____	Academic Organization (Department)
<input type="checkbox"/> Applied to Graduate	<input type="checkbox"/> Semester _____	<input type="checkbox"/> Spring _____	
<input type="checkbox"/> Graduated	<input type="checkbox"/> Cumulative _____		
	<input type="checkbox"/> Plan (UG) _____		

Output: Specify information to be displayed in report

Standard Demographics <i>(included in all requests)</i> Name, EmplID, Career, Semester standing, Group, Plan, Units earned, GPA	Contact <input type="checkbox"/> email <input type="checkbox"/> USPS <input type="checkbox"/> telephone	Credits/Units <input type="checkbox"/> Earned <input type="checkbox"/> In progress <input type="checkbox"/> Attempted	Local <input type="checkbox"/> Transfer <input type="checkbox"/> Other	Status <input type="checkbox"/> Graduated <input type="checkbox"/> Stops/Service Indicator	Other (specify)
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Details:

Date information is needed _____
 Allow 3 to 7 business days for processing requests. *Non-standard requests and requests during peak periods make take longer to process.*

Has this request been made previously? Yes No. If yes, provide approximate date _____

Will this information be required more than once? Yes No. If yes, provide approximate date _____

Do you intend to make any updates to this data? Yes No
 If so, please describe the nature of these updates. *It is often preferable for you to request updated reports from the Office of the Registrar rather than updating the data yourself.*

Shared Responsibilities

Defining and developing a data request is a joint responsibility that does not end with the receipt of the report, list, labels, etc. The following information should clarify the responsibilities of both the data provider and the data receiver.

The **Registrar's Office** is responsible for:

- Accepting and acting on requests for data, in accordance with federal law and university policy and in consultation with the Office for Legal Affairs.
- Ensuring that its custodial responsibilities for the data are observed by the requesting office, if the request is approved.
- Working with the requestor and ICIT to develop the report.
- Monitoring the accuracy of the data/report.
- Suspending further data delivery, should it be used for any unauthorized purpose, not be kept secure, or not be well-maintained by the requesting office.

The **Requesting Office** is responsible for:

- Maintaining the integrity and security of the data in their local environment
- Examining all data from the Office of the Registrar to ensure its accuracy prior to using the data/report
- Providing accurately described and carefully analyzed answers to questions about any and all requirements.
- Using the data only for the purposes approved by the Offices of the Registrar and/or Office of Legal Affairs
- Informing the Office of the Registrar should data need changing (e.g., new information needed, data needed on a different schedule, a change in or extension of the purposes to which the data will be applied)

Use of the data requested is governed by Federal law, "Family Educational Rights and Privacy" also known as FERPA and University policy. Recipients of this data are responsible for compliance with these laws and policies which govern the use and dissemination of educational records, as are those releasing such information. Details are available at www.hunter.cuny.edu/datasecurity.

I certify that the information I have provided is accurate and correct to the best of my knowledge, that the information I receive will be best used for the purposes stated and that I will abide provisions of the applicable laws and regulations.

ALL REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL. WE WILL CONTACT YOU IF ADDITIONAL INFORMATION IS NEEDED

Signature _____
 _____ Requestor

Date _____

Signature _____
 _____ Department Chair/Director

Date _____

----- Office of the Registrar -----

Notes: _____

Submitted to ICIT _____

Data/Report Sent to Requestor _____