



Institutional Research

Collect. Analyze. Report. Inform.

Data Requests Policy

The Office of Institutional Research at The University of Southern Mississippi collects, archives, and maintains institutional data for the purpose of analyzing, distributing and presenting summary information. While there is a variety of data available online for faculty and staff, the Office does accept data requests from internal and external community members.

INTERNAL REQUESTORS

Internal community members, such as Southern Miss faculty, staff, and administrators, who are needing data for assessment, accreditation, and planning purposes will not be charged a fee. However, any internal community member (faculty, staff, administrator, or student) who is requesting data for the purpose of research, will be assessed a fee of \$50/hour. Prior to data being sent to the internal community member (for research purposes), The Office of Institutional Research must be provided with a copy of the requestor's approved IRB from The University of Southern Mississippi. No data (for research purposes) will be provided to a requestor without IRB approval.

EXTERNAL REQUESTORS

External members from other universities who are requesting data will not be charged a fee. However, external members from other universities who are requesting data for the purpose of research, will be assessed a fee of \$100/hour. Prior to data being sent to the external member, The Office of Institutional Research must be provided with a copy of the requestor's approved IRB from The University of Southern Mississippi. No data will be provided to a requestor without IRB approval. External members who are not affiliated with a university, that are needing data, will be charged a fee of \$100/hour.

APPROVED INFORMATION

Per the Southern Miss and FERPA Compliance Policy, The University of Southern Mississippi has designated the following items as directory information:

- Student's name
- Address
- Telephone number
- Campus e-mail address
- Major
- Dates of attendance
- Classification
- Degree(s) earned
- Previous institutions attended
- Participation in student organizations
- Participation in University recognized organization and activities
- Honors and awards
- Student's photo
- Dean's/President's list

All requests will be reviewed to determine what data is allowed to be distributed per the Southern Miss and FERPA Compliance Policy.

PAYMENT

The only forms of payment that can be accepted are check or money order. The payment is to be made out to The Office of Institutional Research and mailed to the following address:

Office of Institutional Research
118 College Drive #5167
Hattiesburg, MS 39406-0001