UNIT RECORD DATA SHARING GUIDELINES (ADAPTED FROM COLORADO STATE UNIVERSITY)

IRDS has access to a wide variety of data elements from multiple systems of record. The data are an asset of Ball State University and as such are provided to faculty/staff with a legitimate need in accordance with the Code of Ethics and Professional Practice of the Association for Institutional Research, the Family Educational Rights and Privacy Act (FERPA) and the Ball State University Data Governance Policy.

Most data are available in aggregate form, much of it online in the fact-book, and may be provided at the unit record level to faculty/staff in special circumstances. To request a unit record data file, please contact IRDS. Such requests will be reviewed by IRDS on a case by case basis.

- Unit record data will NOT be released to a student and will not, with very rare exceptions, be provided for student research/assessment projects (thesis, dissertation, etc.).
- Unit record data, including email addresses and other directory information will not be released by IRDS for use in recruiting human subjects for research/assessment protocols except in very rare circumstances.
- Proof of IRB approval is required before unit record data will be provided for use in research/assessment projects that are expected to result in publication/presentation. Unit record data will only be provided by IRDS for IRB research projects that demonstrate direct impact for the success and improvement of the BSU community.