

IR Function regarding ad hoc requests:

The Office of Institutional Research will provide **official** information as well as historical data and analyses to internal and external individuals, organizations, and agencies. The OIR takes care of ad hoc requests for information that are needed for any type of official reporting such as for accreditation, federal and state agencies, grant applications and other requests which require official UTSA data. In addition to reporting of official data, we are also charged with providing in-depth analysis of data beyond reporting, such as historical trends, projections, and more complex statistical analyses. Below are three sample requests that would be handled by our office.

Some examples of such requests would be:

- The College of Business needs data regarding one year retention rates for the upcoming AACSB accreditation. We need this information for the cohorts from Fall 2001 – Fall 2004, we need to know if they were retained in the same major, college, or department in the next fall semester.
- How many students have graduated with a degree in Criminal Justice over the last 10 years? How many can we expect to graduate in the upcoming academic year? We are looking to have this information so that we can report back to an internal committee concerning graduation information.
- What are the four, five, and six year graduation rates for students who started in the fall semesters of 1993 through 2000 as first-time, full-time freshmen.

Registrar Functions regarding ad hoc requests:

The Office of the Registrar-Student Information Systems will provide **unofficial** information for the last twelve months for internal individuals, departments and colleges about enrollments or classes.

Some examples of such requests would be:

- Departmental student information reports run weekly during term listing current student's address, phone number, e-mail address, majors, classification, GPA's and confidentiality indicators. Historical files are kept one year.
- Class rosters with student e-mail addresses. Student need to be notified they will receive a "NR" grade for term.
- Provide list of currently enrolled students and addresses that live Brownsville, Texas for event being held.
- Provide list for specific courses for current term with students enrolled for department to compare progress of students toward earning degree.