



**LOYOLA
UNIVERSITY
CHICAGO**

Preparing people to lead extraordinary lives

Loyola Policy for Reporting Official Internal and External Information

July 1, 2017

The Office of Institutional Research (OIR) is Loyola University Chicago's official source for reporting institutional data and research activities to both external and internal units and/or agencies. A major responsibility of OIR is to collect and report data that meet the U.S. Title IV mandated requirements in a set of surveys to the Integrated Postsecondary Education Data System (IPEDS) that include student enrollment, majors, degrees awarded, faculty, staff, finance, financial assistance, salary, library, graduation rates, and admissions data. Reported data must strictly comply with IPEDS data definitions and terms and submitted according to specific rules and regulated dates.

In an effort to reduce risk, and as a matter of good practice policy, OIR extends the federal data reporting policy and data rules/definitions to state agencies (e.g. Illinois Board of Higher Education, Illinois Longitudinal Data System, etc.), accrediting bodies (Higher Learning Commission, discipline accreditation-AACSB, ABA, CSWE, CAEP, APA ACPE, etc.) and other regulatory bodies (e.g. NCAA, Moody's, Standard and Poor's).

In keeping with the federal, state, and regulatory mandates/policies, OIR's policy for all other external data reporting of Loyola's institutional data is to maintain consistency. Data submitted to external bodies (e.g. U.S. News Rankings, U.S. News Discipline Rankings, Peterson's, Barron's, Crane's, Forbes, Princeton Review Rankings, College Board, CGS, Wall Street Journal Rankings, etc.) are kept consistent with federal and state definitions, regulations, and rules.

OIR's policy for reporting internal institutional data is to maintain consistency with all external reporting policies along with formal university internal definitions (primarily from OIR and approved by the Office of the Provost).

With a few exceptions*, all other persons or units of the university must first have OIR review and/or approve of any university-wide reporting of internal data or external data reporting submission that is subject to regulatory mandates or data made publicly accessible.

**Some of the university's external reporting are in areas where OIR does not have the expertise, access to source data, or knowledge sufficient to review or manage (e.g. campus crime statistics, health care statistics, etc.). However, OIR often has knowledge and expertise to review external reports for consistency and definitions, but lacks sufficient knowledge for extracting and analyzing source data. This is typically handled by a coordinating partnership between OIR and the unit/person submitting external information*