



Institutional Research

Collect. Analyze. Report. Inform.

Data Request 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 are 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 need data for assessment, accreditation, and planning purposes, will not incur 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 per hour and will be required to submit an approved IRB from The University of Southern Mississippi with the data request. No data (for research purposes) will be provided to a requestor without IRB approval.

EXTERNAL REQUESTORS

External members from other institutions who are requesting data for the purpose of assessment, accreditation, and planning, will not incur a fee. However, external members from other institutions who are requesting data for the purpose of research, will be assessed a fee of \$100 per hour and will be required to submit an approved IRB from their home institution with the data request. No data (for research purposes) will be provided to a requestor without IRB approval. External individuals or organizations not affiliated with a higher education institution who request data will be assessed a fee of \$100 per hour.

APPROVED INFORMATION

Per the Southern Miss and FERPA (Family Educational Rights and Privacy Act) 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 data requests will be reviewed to determine what data is allowed to be distributed per the Southern Miss and FERPA Compliance Policy.

PAYMENT

The only accepted forms of payment are check or money order. Please make payments payable to the Office of Institutional Research and mailed to the following address:

The University of Southern Mississippi
Office of Institutional Research
118 College Drive #5167
Hattiesburg, MS 39406-0001