

**A. Procedures:**

1. User completes the "Request for Computer Output" form and transmits to University Analytics & Planning. With questions concerning this form, please contact University Analytics & Planning at 701-777-4358.
2. The form is reviewed for: a) Completeness and clarity b) Appropriate approvals

NOTE ON LIMITATIONS: Occasionally, requests are submitted for data which are not in the student data system (e.g., height and weight of all students who may be interested in playing rugby). Sometimes requests are submitted for data in formats which are not possible. With such requests, requester will be notified of limitations.

B. Additional information regarding data requests:

1. All organizational/agency requests for student information must be limited to the information and the uses as described in Section VI. A. Directory Information of the Code of Student Life.
2. The requesting agency must be a recognized University department/organization.
3. The request must include a specific statement as to the purpose for the request and how the information will be used.
4. Procedures as to how the confidentiality of information released will be assured must be stated by the requestor.
5. The information provided cannot be used for profit in any way and, therefore, cannot be used for solicitation purposes other than for: a) membership recruitment b) newsletters and/or other organizational promotional materials
6. You will be contacted if University Analytics & Planning has any questions or concerns about the feasibility or appropriateness of your request.
7. The most commonly used data can be found at: <https://und.edu/analytics-and-planning>