

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
OFFICE OF INFORMATION TECHNOLOGY
SIP-7680**

SUBJECT: Reports for External Use

REFERENCE: None

ORIGINATION: May 1, 1985

EFFECTIVE: October 15, 2009

REVIEWED: February 10, 2023

SECTION 1. PURPOSE

1.1 To establish procedures for generating reports for external use.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This procedure applies to all employees requesting a computer-generated report for external use or reports requested directly by external entities.

SECTION 3. DEFINITIONS

3.1 BANNER - Student information system used at Southern West Virginia Community and Technical College to track Student, Finance, Financial Aid, and Accounts Receivable Data.

SECTION 4. PROCEDURE

4.1 The Office of Information Technology shall maintain databases of specified information to meet the record keeping and reporting requirements of the institution and appropriate external entities.

4.2 Employees shall request reports for external use by following the procedures described herein.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The Institutional Research Department routinely provides reports to the Federal Government agencies based on a predetermined schedule of due dates, and to the Council for Community and Technical College Education and the Legislature as required by applicable State law.

6.2 Reports not routinely provided may be requested from the Institutional Research Department.

6.3 Reports not routinely provided may be requested by employees of Southern West Virginia Community and Technical College by entering a Request into the Help Desk ticketing system.

6.4 Employees requesting reports from the Help Desk ticketing system shall provide sufficient prior notice so that the reporting task can be scheduled appropriately.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 It is the responsibility of the Institutional Research Department to report data that is required by State and Federal agencies. Information reports may be generated as a matter of routine or at the request of an external entity who needs the information.

7.2 The Institutional Research Department staff will verify that the requestor is permitted to have the information requested.

7.3 It is the responsibility of the external entity requesting the information to provide adequate definitions of the information needed so that the Institutional Research Department can provide accurate information.

7.4 It is the responsibility of the Chief Information Officer to levy appropriate charges for services rendered.

7.5 The Institutional Research Department shall keep copies of all reports submitted for a reasonable period of time.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via the college's website.

Revision Notes: August 30, 2010 — Revisions reflect no substantial changes in procedure responsibilities. The policy SCP-7688 was rescinded by the Board of Governors to become a unit procedure on October 15, 2009.

February 10, 2023 – Revisions are minor and reflect mainly title and department name changes.