



Philosophy

Access to Undergraduate and Graduate Admissions data will be restricted to those individuals who have a legitimate business use and a specific need to know information that enables them to perform their job. The challenge is to balance the need for access to student-specific data versus the access to aggregate data for comparative analyses. Some examples include:

- Application trends by school over a given number of years – at either the undergraduate or graduate level
- Demographic information on the last five years of enrolling freshmen compared with non-enrolling freshmen
- Detailed identifiable information for graduate students by major, department, and school

The access levels will be achieved by protecting student privacy and securing the student's individually identifiable data where such information is simply not needed for the individual to perform his/her job (e.g., social security number, Rensselaer ID number, name and address, standardized test scores, transfer GPA, etc.). In such instances where individually identifiable data are suppressed, access to non-identifiable data will be provided in order to allow the person to perform their job and compute statistics and summary analytical data (i.e., gender, ethnicity, major, degree type, etc.).

Sharing of applicant data is restricted by the National Association for College Admissions Counseling (NACAC). NACAC states that the admissions office will receive information about candidates in confidence and respect completely, consistent with applicable laws and regulations, the confidential nature of such data.

Access to Admissions Data in the Data Warehouse

As noted above, access to information in the data warehouse will depend on whether the position in question requires access to individually identifiable data to perform his or her job, or whether access at the analytical or statistical level is adequate. In addition, because there are differences in how the university handles graduate and undergraduate applicants to Rensselaer, access will vary based on the level of study for which the prospective student has applied.

- **Recruits for Graduate Education:**
 - Each department will be able to view their recruits down to the identifiable individual student details
 - All departments will be able to view and manipulate information across the university at a level that is detailed, but not student-identifiable. As an example, that will enable ECSE to compare average GRE's for their applicants vs. Computer Science or another department at Rensselaer.
- **Recruits for Undergraduate Education:**

All departments will have access to admissions information at the statistical level while access to person's identifiable information will be restricted as described below. Timing of the access at the point of application, admission, and confirmations will be at the discretion of the Dean of Enrollment Management to insure that departments are looking at data that is as complete as possible.



Rensselaer Data Warehouse

Security and Access Policy for Undergraduate and Graduate Admissions Data

The undergraduate admissions information will be released to the campus as following.

- At a point when all applications have been keyed, all departments have access to campus-wide statistical data.
- At a point when all Early Decision/Early Action student decisions have been made and all invitation letters have been mailed, all departments will have access to identifiable data for their own admitted students and statistical information for all other students
- At the point that all admission decision letters have been mailed, everyone has access to university-wide data at the statistical level; departments have access at the detailed level for their own admitted students
- At a point after the majority of student confirms (deposits) are received and processed, departments have access to their own identifiable data and statistical data throughout their entire school

Access to Individually Identifiable Data

Governed by the Security and Access Policy for the Undergraduate and Graduate Admissions Data, the Administrative/management offices and positions on campus will have access to individually identifiable data as following:

Office / Position	Undergraduate	Graduate
President	Unrestricted	Unrestricted
Graduate Education	Restricted to statistical data only	Unrestricted
Undergraduate Education	Unrestricted	Restricted to statistical data only
President's Cabinet	Unrestricted	Unrestricted
VP Finance Area	Restricted to statistical data only	Restricted
VP Student Life Area	Restricted to statistical data only	Restricted
VP Advancement Area	Restricted to statistical data only	Restricted
VP Research Area	Restricted to statistical data only	Restricted
School Deans	Restricted to statistical data on other schools; Unrestricted on applicants admitted to their school.	Restricted to statistical data on other schools; Unrestricted on all recruits applying to their school.
Department Chairs	Restricted to statistical data on other departments and schools; Unrestricted on all applicants admitted to their department.	Restricted to statistical data on other departments and schools; Unrestricted on all recruits applying to their department.
Enrollment Management	Unrestricted	Unrestricted
Director of Institutional Research	Unrestricted	Unrestricted
Director of Financial Aid	Unrestricted	Unrestricted
Registrar	Unrestricted	Unrestricted
Graduate DAC / DAC Assistants	Restricted to statistical data only	Restricted to statistical data on other departments and schools; Unrestricted on all recruits applying to their department.



Rensselaer

Rensselaer Data Warehouse

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Undergraduate DAC / DAC Assistants	Restricted to statistical data on other departments and schools; Unrestricted on all applicants admitted to their department.	Restricted to statistical data only
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Each vice president and Cabinet member will be responsible for deciding which positions within their operation require access under the current policy. Any requests outside the current policy will be considered through the Data Warehouse Enrollment Management Administration Committee. These individuals will request access through the normal appeal process.

Approved by:

Provost

Provost

Date _____

DotCIO

Chief Information Officer

Date _____