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Effective

Routine requests for program-specific information only (e.g., information about the Chemistry program or the Financial Aid program) shall be completed and mailed by the appropriate office. Recipients of such requests should contact the Office of Assessment, Planning, and Analysis for advice on whether to proceed.

If the request includes institutional statistics and information, the originating office shall complete whatever portions of the request it can and then forward the partially completed request to the Office of Assessment, Planning, and Analysis.

The Office of Assessment, Planning, and Analysis shall advise originating offices on whether to complete requests. Upon receipt of a request from an originating office, the