**HLC Self-Study**

**Data Integrity Policy**

**Time Frames:**
Five years of data, when available, will be the standard time frame for reviewing and reporting on data. Therefore, the majority of data reviewed will cover the following time frames:

<table>
<thead>
<tr>
<th>Time Frames for HLC self-study</th>
<th>Point in Time Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Years</td>
<td>2012 2013 2014 2015 2016</td>
</tr>
</tbody>
</table>

In some instances one year of data, or a point in time review, will be the most appropriate method. For these instances, we will use academic year 2014-2015 and / or fiscal year 2015 as our snapshot, point in time.

In the case of using data past the point in time review (2015-16; 2016); use a placeholder in the assurance argument. If the data will not be available at the time of link/upload to the HLC Assurance System you will need to use data from point in time review.

**Note: Academic Year vs. Fiscal Year**
An academic year is referred to by the fall and spring semesters. For example, the current academic year is 2015-2016.

A fiscal year covers the dates of July 1st – June 30th and the year refers to the January 1 date. For example, the current fiscal year is 2016.

**Citing (Data) Sources:**
It is imperative that all sources and data be tagged as to where they came from and the date that they were accessed (refer to static vs. dynamic data below). On any document or data that you are using as a source, please note where you got the document from (such as the URL) and the date it was downloaded / printed / accessed.

**Static vs. Dynamic Data:**
It is important to note whether the data you are using is static or dynamic. For example, some data on the Planning, Budget, and Institutional Research website is updated nightly. Therefore, it is imperative that you copy the data you are using, note the extract date, and be sure that all members of the committee are using the same dataset. If the data is coming from the PAIR website, it is clearly marked if it is updated daily. For example:

**Academic Awards-Semester**
Extract Date: 07/21/2015
This information is a snapshot of the current data that is updated daily. Therefore, the information shown on one day may be different from the previous day, and may change again the next day. The number of degrees awarded is a running total, and therefore if the total degrees awarded appears lower than expected it may be because some degrees have not yet posted or because the current fiscal year is still in progress.

If you are using the PAIR website and there is nothing indicating that it is dynamic data that is consistently being updated, it is safe to assume that the data is static. However, if not using PAIR data, or it is not clear – you must ask.

**Additional Data Requests:**
In the review of current documents and data, it may become necessary to request additional sources and / or different ways of looking at the data. Requests for additional data should come from each taskforce’s co-chairs and not from individual taskforce members. For requests, contact PAIR at 523-5976 or visit the PAIR [website](http://www.pairwebsite.com).