This form is to request updates to a data element that is already being collected by the Board of Regents or to add additional codes to an existing element. Please provide the following information to assist in determining the necessity, feasibility, and advisability of the requested changes. The request will be reviewed by the USG’s Data Governance Committee (DGC). Please note that implementing revisions to data elements takes up to a year or more due to changes that must occur at institutions and with the data collection process.

Also note that this request form is specific to elements that would be collected via the Academic, Financial Aid, and Facilities Data Collection. A separate process exists for the HR and Financials data collection.

Submission of Request

* Submit request by third Wednesday of the month for consideration at the following month’s ADGC meeting (held on the third week of each month)
* Submit request to Donyell Francis in the division of Research and Policy Analysis at [donyell.francis@usg.edu](mailto:donyell.francis@usg.edu).

Review of Request

* Between submission of the request and the next DGC meeting, the DGC committee will review for feasibility.
* Requestor will be invited to the next DGC meeting, and will be provided with initial feedback about the request.
* If the request is determined to be necessary and feasible:
  + DGC will then embark on an intensive impact analysis of the technical and functional requirements for collection of this new element (2- 4 months).
  + DGC will share the impact analysis with the requestor and decisions will be made about implementation and timeline.
* *Please note this review process is iterative, and will require substantial collaboration between the requestor and DGC. Additional information may be required or requested.* *Institutions requesting changes will be asked to participate in Beta testing of the collection in which their changes are applied.*

**Requester Information**

Name:

Affiliation & Title:

Email Address:

Phone Number:

**Information about Proposed Data Element**

1. Name of existing data element:
2. Why is the change needed?
3. When is the change needed? Please list the first term you are asking the change to occur, as well the latest acceptable term the change could be implemented. Also note if there are any policies or deadlines related to your request.
4. Provide a brief description of the change. If requesting additional codes to be added to an element, please suggest codes, and provide a comprehensive list of valid values including the proposed changes. Please specify whether the codes are text or numeric and provide any source documentation if available
5. Is the data sensitive in any way?
6. Where is the data element currently collected in Banner (table and form)? Would the proposed change also be in the same Banner table and form? If not, please explain.
7. To what other existing USG data elements is this one related and how would the new element affect them? Provide rules/edits that should be followed in collecting this information.