This form is for requesting a new data element that is not currently collected system wide by the Board of Regents. Please provide the following information to assist in determining the necessity, feasibility, and advisability of the new data element. The request will be reviewed by the USG’s Academic Data Governance Committee (ADGC). Please note that implementing new 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.

Review of Request

* Between submission of the request and the next ADGC meeting, the ADGC committee will review for feasibility.
* Requestor will be invited to the next ADGC meeting, and will be provided with initial feedback about the request.
* If the request is determined to be necessary and feasible:
	+ ADGC will then embark on an intensive impact analysis of the technical and functional requirements for collection of this new element (2- 4 months).
	+ ADGC 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 ADGC. 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. Proposed name of new data element:
2. Why is the new element needed?
3. When is the new element needed? Please list the first term you are asking the element to be collected, as well as the latest acceptable term collection could start. Also note if there are any policies or deadlines related to your request.
4. Provide a brief description of the new data element. Please provide all possible values; if requesting additional tests to be collected, please provide minimum and maximum possible scores as well as the minimum passing score. Please specify whether the values are text or numeric and provide any source documentation if available.
5. Is the data sensitive in any way?
6. Is the proposed element currently being collected by System institutions in Banner, or is this element not yet collected by institutions? Yes or No
7. If Yes:
8. Where do the data reside (Banner table and form)?
9. What position(s) and division (s) have responsibility for its collection and storage (e.g. Admissions, Financial Aid, Registrar)?
10. 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.
11. Do **all** system institutions collect it in Banner? If not all, which institutions?
12. If No:
13. How would institutions obtain the information to then put into Banner?
14. What position(s) and division(s) would have responsibility for its collection and storage?
15. 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.