

## Data Change Request Guidelines

The guidelines below describe the three types of changes that can be requested through the online data change request form. Any further questions, comments or suggestions should be addressed to Cassandra Rogers ([rogers@njit.edu](mailto:rogers@njit.edu)).

In choosing the request type, users should consider how widely the data element is used, or will be used and the urgency of the requested change. Please refer to the descriptions below in order to select the most appropriate request type.

**Routine changes:** These changes affect data that is managed and used by a single functional area. The change is not expected to impact other functional areas.

**Review process:** The relevant Data Steward(s) for the functional area will review Routine change requests and make a final decision. Members of the Data Standards Council will be notified of approved requests at the next meeting and via email.

**Planned changes:** These changes concern data elements that are managed and/or used by multiple functional areas and changes to these elements have the potential to impact multiple functional areas. As such, greater scrutiny of the requested change is required.

**Review process:** The relevant Data Steward(s) for the functional area(s) will review Planned change requests. If approved by the Data Steward(s) the request will proceed to review by the Data Standards Council at the next regularly scheduled meeting. The Data Standards Council will make the final decision concerning the request.

**Emergency changes:** These changes impact multiple functional areas, like a planned change, but require a decision before the next regularly scheduled meeting of the Data Standards Council.

**Review process:** The relevant Data Steward(s) for the functional area(s) will review Emergency change requests and if approved the request will be reviewed by a subset of the Data Standards Council. The co-chairs of the DSC will assemble a relevant subset of members with appropriate knowledge and experience to evaluate the request. The subset will make the final decision concerning the request. All members of the Data Standards Council will be notified of approved emergency requests at the next meeting and via email.