



Virginia Commonwealth University Enterprise Resource Planning System/ Banner

Guidelines for
Data Standards, Data Integrity and Security

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The VCU Data Standards Document is a work in progress and is subject to change.

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Data Integrity

Purpose

These guidelines provide recommendations for establishing measures for the protection, access, and use of Virginia Commonwealth University (VCU) data that are electronically maintained on VCU's Enterprise Resource Planning (ERP) System, including legacy data migrated into the ERP system. The ERP system includes the four Banner administrative systems (i.e., Finance, Human Resources, Student, and Financial Aid) as well as a number of other Sungard/SCT systems (i.e., Luminis, ODS, and Workflow) and third party systems (i.e., ERS, ImageNow, Appworx, and TouchNet payment gateway) implemented as part of the VCU ARIES Project. The guidelines define the responsibilities of users who input and access that data.

Divisions/departments may have individual guidelines that supplement, but do not replace or supersede, these guidelines. For example, nothing in this document should prevent administrative offices from having policies and procedures that further operationalize these standards, so long as those policies and procedures are consistent with these guidelines. Furthermore, these guidelines are applicable only to the data maintained within the ERP system. Departments that use systems outside of the ERP system are not required to follow these guidelines, although they are strongly encouraged to do so wherever it is possible and appropriate to do so.

This document and the guidelines contained herein are under development and are subject to change and expand as additional information about the ERP system is made available and/or as additional organizational needs and system requirements are imposed.

Administrative Responsibility

By law, certain data are confidential and may not be released without proper authorization. Users must adhere to any applicable federal and state laws as well as VCU policies and procedures concerning storage, retention, use, release, and destruction of data (refer to the VCU's FERPA Policy Statement, Appendix 5).

Data is a vital asset owned by the university. All VCU data, whether maintained in the central database or copied into other data systems (e.g., personal computers) remain the property of VCU. Access to data should not be approved for use outside a user's official university responsibility. Data will be used only for legitimate VCU business.

As a general principle of access, university data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although the university must protect the security and confidentiality of data, the procedures that allow access to data must not unduly interfere with the efficient conduct of university business. Individuals granted access to the ERP system or its data have an affirmative obligation of responsible access and use, and compliance with relevant institutional policies.

Division/department heads will ensure that for their areas of accountability each user is trained regarding user responsibilities. As part of that training, each user will read, understand, and agree to abide by the stipulations in this document.

Division/department heads will ensure a secure office environment with regard to all VCU data systems. Division/department heads will determine the data access requirements of their staff as it pertains to their job functions before approving their access to the ERP data.

All procedures and data systems owned and operated by VCU will be constructed to ensure that:

1. All data are input accurately.
2. Accuracy and completeness of all data is maintained.
3. The integrity of educational records is assured.
4. System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.
5. Breaches of security can be controlled and promptly detected so as to minimize their impact on data integrity and confidentiality.

Access to VCU Data

Below are the general guidelines for all VCU divisions/departments to obtain permission for display (inquiry) and update (add/change) access to data in the ERP system. All users must understand that data security is every user's responsibility.

Users are responsible for understanding all data elements that they use. If a user does not understand the meaning of a data element, the user should consult his/her supervisor or the appropriate Data Custodian (see the Data Custodian section). Users must protect all university data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and control of data to which they have access as authorized users of the ERP system. All users are responsible for all transactions occurring during the use of their log-in identification (ID) and password. Users are not to loan or share access codes with anyone. If it is found that a user inappropriately loans or

shares their access codes, that user is subject to disciplinary action, up to and including termination.

The ERP system tracks changes made to data by user ID. Offices hiring temporary or part-time employees should request an appropriate ID for use by each individual who is to be granted access to the system. All employees with access to the ERP system, including student workers and temporary workers, will have a unique ID and password to access the system. Update capability should be carefully considered and approved by the division/department head and the data custodian according to established policies and procedures for granting access to ERP system data.

All access to the ERP system data should be consistent with VCU's "Computer and Network Resources Use Policy."

Information Access Definitions

Display

"Display" access enables the user to view or analyze, but not change VCU data. This may also be referred to as inquiry or query access. Downloaded data must be used and represented responsibly and accurately, and must be stored in a manner that is consistent with the sensitivity of the contents of the data downloaded.

Update

"Update" access provides both display and add/change capabilities. This may also be referred to as maintenance access. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

Secured Access to Data

ERP system access will be established based on job function (e.g., clerical, faculty, cashier, etc.) and will be referred to as a classification. Specific access will be assigned to each classification. For example, a registration clerk might have update access to registration, but only display access to academic history. Each user will be assigned one or more classifications, depending on his or her particular needs as established by their division/department head and approved by the Data Custodian(s).

Specific classifications and associated access privileges will be developed at a later date and included in future versions of this document.

Requests for Confidential Information

Current VCU faculty and staff who wish to request confidential information in any form, i.e., lists, labels, electronic, from the VCU ERP system, must make a formal request of the appropriate data custodian(s) according to established policies and procedures. Adequate lead time should be allowed.

The Data Custodian will review the request to determine if the request meets FERPA and other appropriate rules/guidelines. If questions arise, the requester may be asked to provide additional information regarding the data requested.

If necessary, procedures for appealing decisions made by the Data Custodian concerning requests for confidential information will be developed and included in future versions of this document.

FOIA Requests

Nothing in this document should be construed to impede valid requests for institutional data made under Virginia's Freedom of Information Act (FOIA). Such requests should be handled using established university policies and procedures and should be directed through the Office of University Counsel.

Data Ownership

Data Owners are senior managers with the authority for acquiring, creating, and maintaining information systems within their assigned areas of control. Data Owners are responsible for:

- a. Managing the information for which they have been assigned data ownership on behalf of the entire institution and ensuring that all users who need access to that information to perform their jobs are authorized to access it based on the principle of least privilege (e.g., a user be given no more privilege than necessary to perform a job) as confirmed by the appropriate request approved by department heads;
- b. Categorizing the information for which they have been assigned data ownership using classifications defined in the Data Standards Document;
- c. Defining the validation rules used to verify the correctness and acceptability of input data;
- d. Ensuring that a sufficient level of training takes place for people entering or modifying data in the system;
- e. Assisting in contingency planning efforts by identifying through formal documentation their information sensitivity and criticality on the specific application support systems that process information for which they have been assigned ownership;
- f. Making decisions about the permissible uses of information for which they have been assigned ownership in a way that reflects both the business

- requirements of the institution and requirements regarding data integrity and security;
- g. Understanding the uses and risks associated with the information for which Data Owners are accountable, and being responsible for taking immediate and appropriate actions in the event of improper disclosure, insufficient maintenance, inaccurate classification labeling, and other security related control deficiencies pertaining to the information for which they are assigned ownership;
 - h. Proposing and seeking timely approval for changes to data standards necessary to accommodate changes to information systems, changes in regulations or reporting requirements, or other mandated changes related to the information for which they have been assigned ownership;
 - i. When a system has more than one Data Owner's information residing on the system or commingled, the Data Owners shall ensure that the system shall meet the highest level of security of the information needing protection.

When more than one functional area of the institution has authority to perform the above tasks, a single Data Owner will be designated to act on behalf of all such functional areas. That designation will be made by the Process Team Leaders and affirmed by the ARIES Project Steering Committee based on the following considerations:

- a. Legal, statutory, or policy mandate for ownership by a particular functional area within the institution;
- b. Expertise in the standards, classifications, and validation rules that structure the information and its use and maintenance;
- c. The volume of use of the information by the functional area the Data Owner represents;
- d. The volume of changes to information by the functional area the Data Owner represents.

Data Owners

Data Owners for the shared tables in the ERP are detailed in Appendix 6 of this document. Data Owners for application-specific tables are determined within the area of expertise of each functional area by the Data Custodian for that area. In the event that no such determination has been made or documented, the Data Custodian her/himself shall serve as the Data Owner for application-specific data.

See the "Data Custodians" section below for Data Custodian assignments.

Data Custodianship

A Data Custodian is the director of a VCU office or department that is charged with the primary responsibility for a category of ERP system data. The Data Custodian may make ERP system forms (data screens) within his/her charge

available to authorized personnel for the use and support of the office or department's functions.

Data Custodianship and Ownership will, by their very nature, overlap, and Data Custodians and Data Owners in a given functional area will often be the same individual. Data Custodians represent a broader functional view that typically corresponds to form- or report-level access to a system, whereas Data Owners represent a table-level perspective of the system. While the Data Owners bear all of the responsibilities outlined in the "Data Ownership" section above, Data Custodians bear additional responsibility for the contextual use of data that goes above and beyond any responsibilities they may also bear as Data Owners.

Example: The Data Owner for the table containing valid Marital Status codes (STVMRTL) bears all of the responsibilities outlined in the "Data Ownership" section above regarding the valid values for a person's marital status. Inasmuch as these values can be articulated in a public document (see "Marital Code Standards" section below), there are few risks associated with this table *on its own*. However, ERP forms or reports that relate values in the Marital Status code table to person records do involve additional risk. Thus, a Data Custodian that grants access to such contextual uses of a data element through such forms or reports is responsible for understanding and managing these risks.

Before granting access to ERP system forms and data, the Data Custodian must be satisfied that protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to VCU ERP data and forms, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments. All provisions of the Family Educational Rights and Privacy Act (FERPA) and relevant VCU policies and procedures will be upheld by Data Custodians with authority over student data. These Data Custodians will be responsible for ensuring awareness and understanding of the provisions of FERPA and will make user training on this topic available if needed.

Data Custodians are the only individuals who can grant access to ERP system data. Users who are granted access to ERP system data do not have the right to share or redistribute those data or to use them for purposes other than those for which access was specifically granted.

Data Custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges.

Data Custodians

Area of Responsibility

Data Custodian

Student System

Faculty

Provost and VP for Academic Affairs

Registration/Academic Records/

Room Scheduling/Catalog

University Registrar

CAPP

Vice Provost for Academic Affairs

Prospects and Applicants

Director of Admissions

Transfer Articulation

Vice Provost for Academic Affairs

Residential Living

Director of Residential Life & Housing

Student Financial Aid System

Director of Financial Aid

Finance System

University Controller

Human Resources System

Executive Director of Human Resources

Data Change Rules

The following rules govern which office makes changes to general person data for students, employees, financial aid recipients, or vendors in the integrated ERP system. Address and phone number changes are determined by the address or telephone type (see Appendix 1).

In changing general person data for a person that has multiple roles at VCU (e.g., student, employee, vendor), the same standards will be followed by departments that have update capability for that data element. Notification to the other responsible department(s) is generally not necessary as the general person record is shared.

Example: Name Change

If a matriculated student/employee's name legally changes, then that student/employee will either go to the Registrar's Office or Human Resource Division with their Social Security Card that reflects the new name and the change will be made.

If a student who is not registered under his/her legal name as reported on his/her Social Security card later becomes an employee of the university, upon hire, this individual will be required to provide Human Resources with their legal name as shown on their Social Security Card for employment purposes.

If the person is a/an:

Then:

Prospective Student

Student Recruit or Student Applicant

Appropriate admissions office can make the change with appropriate documentation.

Financial Aid Applicant Only

Appropriate admissions office can make the change with appropriate documentation.

Matriculated Student

Matriculated Student

University Registrar will make the change with appropriate documentation.

Matriculated Student and Financial Aid Recipient

University Registrar will make the change with the appropriate documentation.

Financial Aid Recipient
Matriculated Student and Vendor (person)
and/or Financial Aid Recipient

University Registrar will make the change with the appropriate documentation.

Matriculated Student and Employee

Either Human Resource Division or the University Registrar can make the change with the appropriate documentation.

Matriculated Student, Employee and Vendor (person)

Either Human Resource Division or the University Registrar can make the change with the appropriate documentation.

Employee

Employee, Retiree or Employment Applicant Only

Human Resource Division will make the change with appropriate documentation.

Vendor

Vendor Only

Procurement and Payment can create and make changes to vendors that are paid for goods or services, with appropriate documentation. Student Accounting can create and make changes to vendors that are billed or refunded through Student Accounting, with appropriate documentation.

Rules for Clean and Accurate Records

- **Search first.** Before you create a new record for a person or organization, you **MUST** conduct a thorough search to make sure that person or organization has not already been entered in the ERP system database. Each user in every office **MUST** conduct a thorough search to prevent entering a duplicate record.
- **Data changes.** Make data changes **ONLY** when you have that authority and when you follow the procedures established by the Data Custodian of that data you want to change.
- **Remember** - some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.
- The pound sign (#) and percent sign (%) must not be used in **any** data field because they will cause Oracle database errors.

General Person/Non-Person Information

The following guidelines should be adhered to for all records added to the ERP system.

Identification Number Standards

An entity in the ERP system can be either a “person” or a “non-person.” A person is an entity who is an individual (a student, prospect, faculty, staff, affiliate, etc.); a non-person is an entity that is not an individual (a vendor, governmental body, foundation, sponsor, etc.). Before creating a new entity in the ERP system, a thorough search must be performed to ensure that the person or non-person does not already exist in the ERP system. Any situations where multiple identities (e.g., PIDMs) are created in the ERP system for the same person or non-person require significant efforts to resolve; administrative office procedures must vigilantly guard against these occurrences. Banner accommodates person searches by name, date of birth, gender, address and social security number.

1. Banner Identification Number/“V Number”

The Banner Identification Number (ID) used in the ERP system to uniquely identify persons and non-person entities is not the person’s Social Security Number or the non-person entity’s federal Taxpayer Identification Number.

All entities added to the ERP system will be created using the Banner generated ID, or “**V number**”, which will be the primary identifier for that entity. The nine-position **V number** has the format Vnnnnnnnn, where n is a number from 0 - 9. The **V number** will be used across all Banner modules and be available for use in other university systems to uniquely identify the entity. Requests to assign a new **V number** to an entity will only be considered in rare cases where an individual’s privacy is compromised or safety is a concern. Such requests will be processed using procedures developed by the appropriate administrative offices on a case-by-case basis.

In order to protect student privacy and confidentiality, the legacy SIS-Plus system identifies students with a Student Number (campus-wide identification, “CWID”) that is 8 digits in length. To facilitate the transition of student information from that system to the ERP system, the numeric portion of the **V number** assigned to students previously active in SIS-Plus will be the Student Number.

2. Social Security Number/Tax ID Number

The Social Security Number (SSN) and federal Taxpayer Identification Number (TIN) will be collected and recorded in the ERP system consistent with established university policies and with federal reporting requirements. It is

anticipated that the SSN and TIN will be used in appropriately controlled circumstances to ensure the accuracy and integrity of official records in the ERP system in a manner consistent with university policies.

In certain situations, the SSN/TIN field will contain an identification number that is not a valid, government-issued SSN or TIN. The following standards govern the usage of such identification numbers:

<u>Use</u>	<u>Format of Data in SSN/TIN Field</u>
Marking duplicate person records	DUP + Last 6 digits of SSN/TIN
Standard temporary SSNs	88 + Last 7 digits of "V number"
BES/VRS temporary SSNs	8030236+ Sequential nn
Legacy temporary SSNs	Per legacy standards; to be replaced with "88" numbers as encountered.

3. Alternate IDs

Nothing in this standard precludes the use of an alternate ID for the purposes of referencing electronic records within the ERP system so long as such use does not refer to sensitive or privileged information in an unprotected manner or contradict university policies and procedures or state or federal law.

Name Standards

Names should be entered using legal spelling as provided by the student or employee. Employee names must match Social Security Card. Enter first, middle and last name in mixed case (standard combination of upper- and lower-case letters). Hyphens and apostrophes are allowed as needed, but there should be no space before or after either a hyphen or an apostrophe. Single spaces are otherwise permitted as needed. Non-English characters should not be entered.

1. Last Name

- No titles or suffixes in the last name field (MD or III)

2. First Name

- To the extent possible, nicknames should not be used as first names (Megan not Meg or Robert not Bob)
- No periods after single character first name (J Bernard Smith)
- No prefixes in the first name field (Ms or Dr)

3. Middle Name

- Middle name or middle initial or maiden name or no middle name
- No periods after middle initial
- Leave blank if no middle name

4. Examples of Valid Names

<u>First Name</u>	<u>Middle Name/Initial</u>	<u>Last Name</u>
Edward	Luis	Martinez
James	G	McKenzie
Susan	L	Bennett-Adams
Stephanie	M	St John
Colleen	G	O'Leary
Mary-Jo		Staples
J	Albert	Edwards
Maria	Garcia	Thorndike

5. Prefixes

- Optional field as reported by student/employee
- Entered in mixed case (standard combination of upper- and lower-case letters)
- No periods after prefix
- Not to be included in First Name field
- Examples of prefixes (not an exhaustive list):
 - Miss
 - Ms
 - Mr
 - Mrs
 - Dr
 - Sgt = Police Sergeant
 - Lt = Police Lieutenant
 - Capt = Police Captain

If the Data Standards Committee deems it necessary at a later date, an exhaustive list of acceptable prefixes will be compiled and included as an appendix to future versions of this document.

6. Suffixes

- Entered in mixed case (standard combination of upper- and lower-case letters)

- No periods after suffix
- Not to be included in Last Name field
- Degree designations (PhD, MD, DDS) should **not** be entered in the suffix field
- Common suffixes:
 - Sr = Senior
 - Jr = Junior
 - II = The Second
 - III = The Third
 - IV = The Fourth

7. Preferred First Name (Optional)

- Optional field as reported by student/employee
- Left blank if no preferred first name is provided
- Examples:

<u>Legal Name</u>	<u>Preferred Name</u>
Julius Bernard Smith	Bernard
William L Thomas	Bill
Suzanne P Wilkinson	Sue

8. Non-Person Name/Vendor

All name information for non-person vendors should be entered using mixed case (standard combination of upper- and lower-case letters). Acronyms are an exception. See the acronym section below. Enter the vendor's name as supplied by the vendor.

Hyphens, apostrophes, and spaces are allowed if they are included in the legal spelling and format of the name.

The ampersand (&) can be used only when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.

Abbreviations are allowed for Co, Corp, Ltd or Inc when used after the name of a corporate entity. All other forms of abbreviations should not be used for the corporate entity name, unless abbreviations are necessary due to line length constraints or if abbreviations are used as a part of the legal name as supplied by the vendor. When abbreviations are used, they should **not** be followed by a period. Periods are acceptable when they are part of a legal corporate name (e.g., "MyCompany.com").

Acronyms - Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT).

The pound sign (#) and percent sign (%) must not be used in any data field.

Address and Telephone Standards

Multiple addresses can be entered for a person or vendor using different address types. Follow the procedures established by your department for address entries. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address type code from the Address Type Code Validation Form (STVATYP). See the Address and Telephone Types in Appendix 1 for standard type and descriptions. The USPS Postal Addressing Standards (November 2000) were utilized to prepare these address standards. These standards can be found at the following web address:

<http://pe.usps.gov/text/pub28/welcome.htm>

All address standards assume that the appropriate functionality exists and will be available to convert from address data stored in mixed case to addresses formatted in upper case as specified in USPS standards.

1. Street Standards

- All information should be entered using upper and lower case letters, with the exception of standard directional abbreviations below, which will be entered with the given one- or two-character abbreviation:

<u>Directional</u>	<u>Abbreviation</u>
North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW

- No punctuation is allowed in the street field except for a slash when used to designate "in care of" ("c/o") or a fractional street address ("33 1/2 West Elm Street")
- Hyphens are to be replaced by a space
- See USPS Guidelines for a complete list of acceptable street suffix abbreviations.

- See below for standards related to post office boxes and rural route addresses.

The pound sign (#) and percent sign (%) must not be used in any data field.

2. Unit Numbers such as Apartment, Building, Suite, etc.

- Entered in mixed case (standard combination of upper- and lower-case letters)
- Use USPS Postal Addressing Standards & VCU Mail Service Guide for acceptable abbreviations
- No punctuation, including periods
- The pound sign (#) and percent sign (%) must not be used in any data field.

3. City Standards

- The ZIP code will automatically populate the City and State fields in ERP system forms using the ZIP code table delivered with the ERP system. The preferred method for data entry is to enter the ZIP code (not the City and State) and allow these fields to be automatically populated with the correct USPS spelling for City and State.
- Use USPS Postal Addressing Standards
- Entered in mixed case (standard combination of upper- and lower-case letters)
- Spaces allowed if part of proper spelling
- No abbreviations unless the city name is longer than the 20 characters allowed within the ERP system or abbreviation is part of the common spelling of city name (e.g., “St Louis”). City abbreviations must follow USPS addressing standards, and should not include any periods.
- No comma after city (e.g., “Richmond,”)

4. State Standards

- The ZIP code will automatically populate the City and State fields in ERP system forms using the ZIP code table delivered with the ERP system. The preferred method for data entry is to enter the ZIP code (not the City and State) and allow these fields to be automatically populated with the correct USPS spelling for City and State.
- Use USPS Postal Addressing Standards
 - Two-letter state abbreviation
 - Entered in upper case with no punctuation
- Examples:
 - VA not Virginia or Va.

- MA not Massachusetts or Ma.
- CA not California or Ca.

5. ZIP Code Standards

United States Addresses

- The ZIP code will automatically populate the City and State fields in ERP system forms using the ZIP code table delivered with the ERP system. The preferred method for data entry is to enter the ZIP code (not the City and State) and allow these fields to be automatically populated with the correct USPS spelling for City and State.
- Use USPS and VCU Mail Service Standards
- Enter a 5- or 9-digit ZIP code
- When entering a 9-digit ZIP code, place a hyphen (“-“) between the first 5 digits and the last 4 digits

Canadian - Enter the six-character postal code with one space between the first three and last three characters, e.g., K1A 0B1.

International Postal Code - Enter the international address as supplied to you by the student. Normally, the postal code would be entered on the same line as the city.

6. Nation Codes

- The nation code will be a two-digit alphanumeric value with all letters entered in uppercase.
- When entered, nation codes will automatically populate the country name using the nation description from STVNATN.
- Leave the nation code blank for US addresses, otherwise the ERP system will include “United States” on letters and mailing labels, resulting in additional postage costs.
- A list of nation codes in STVNATN is included in Appendix 3.

7. Nation Descriptions

- The STVNATN table in Banner contains a nation code and nation description field.
- Banner restricts the nation description field to 30 alphanumeric characters; therefore, official nation names may need to be abbreviated.
- No punctuation should be entered in the nation description, including periods and commas; however parentheses and the forward slash are allowed.

- The pound sign (#) and percent sign (%) must not be used in any data field.
- For historical purposes, the STVNATN table will need to contain codes and names for countries that are no longer officially recognized or in existence.
- Since these countries should not need to be utilized in routine data entry tasks such non-existing countries will have as the first 3 characters of their description the preface "Zz-". This will force them to sort to the bottom of the list of nation descriptions and will keep them distinct from current, officially recognized countries.
- Appendix 3 contains a list of all nation codes and descriptions.
- Examples:

<u>Nation Code</u>	<u>Nation Description</u>
RS	Russia
UR	Zz-Union of Soviet Socialist Rep

8. Military Addresses (Overseas)

- Enter address in mixed case (standard combination of upper- and lower-case letters)
- Use USPS Postal Addressing Standards & VCU Mail Service Guidelines:
 - Must contain APO (Army Post Office) or FPO (Fleet Post Office) - enter in City field; **must be in upper case**
 - Must include one of the following 2 alpha character location designation (enter in State field; **must be in upper case**):
 - AE = Europe, Middle East, Africa or Canada
 - AP = Pacific
 - AA = Americas
 - Must include zip code or zip + 4 code
- No punctuation (including periods or commas) except hyphen in 9 digit zip code
- Example:

Sgt Cheryl Reed
 Unit 250 Box 4190
 APO AP 96522-1215

9. Rural Route Addresses

- Format is RR <route number> Box <box number>
- "RR" must be entered in upper case - do not spell out RURAL ROUTE
- No punctuation should be entered, including periods and commas

- The pound sign (#) and percent sign (%) must not be used in any data field.
- Example:

RR 66 Box 81

10. Post Office Boxes

- Format is PO Box <box number>
- “PO” must be entered and should be entered in upper case; “Box” is entered in mixed case (standard combination of upper- lower-case letters)
- There are no periods between or after PO
- Example:

PO Box 1234 not P.O. BOX 1234, PO 1234, or BOX 1234

11. Campus Mailing Address Standards (intra-university mail)

- Follow VCU Mail Service standards
- On-campus addressed must have a department name and 6-digit box number, and box numbers should be prefaced by “PO Box”
- Enter address using mixed case (standard combination of upper- and lower-case letters)
- The pound sign (#) and percent sign (%) must not be used in any data field.

Example:

Stephen Hubbard
Human Resources
PO Box 980067

12. Telephone Numbers

One primary telephone number must be indicated per address type. Additional phone numbers can be attached to each address type as long as these numbers are not checked as primary.

- Enter area code with no parentheses
- Phone number is entered as a 7-digit number with no hyphen
- Extensions are entered into the separate “Phone Ext” field and can be up to 4 digits long

Date Standards

- Dates will be entered using the mmddyyyy format*
- Hyphens (“-”) and slashes (“/”) are **not** to be used to separate month, day, and year
- All dates will automatically be displayed in dd-MMM-yyyy format
- Example:

<u>Enter</u>	<u>Displayed as</u>
01121968	12-JAN-1968
12022005	02-DEC-2005

*NOTE: Banner forms allow dates to be entered in the mmddy format. When dates are entered in this format, the century is inferred based on a setting for all Banner systems. Since that setting cannot be anticipated at this time, users are encouraged to use the mmddyyyy format.

Birth Date Standards

- Enter the date of birth according to the Date Standards
- Birth dates are required for all employees

Confidential Information Indicator Standards

Students

This field will be left blank unless a student requests the Registrar to not release any Directory Information (see “Rights of Students Under the Family Educational Rights and Privacy Act”, in Bulletins, and Appendix 5 of this document), at which time this box will be checked. If checked, no Directory Information will be released, with the exception of information that is necessary to be made available to university personnel who have a legitimate academic interest, such as academic advisors.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message “CONFIDENTIAL” displays on any forms with the ID in the Key Information Block.

Employees

All employee information is considered confidential unless disclosure is permissible by policy or law (“certain personal information must be disclosed to third parties upon request and may be disclosed without the knowledge and consent of the subject employee. This information includes: 1. employee's position title; 2. employee's job classification title; 3. dates of employment; and

4. annual salary, official salary or rate of pay, if such pay exceeds \$10,000 per year."). In addition, Human Resources will disclose information available in the public domain such as office phone number, which is available on the University's web site. All other employee information is considered to be confidential regardless of whether or not the "CONFIDENTIAL" message displays on any forms with the ID in the Key Information Block.

Citizenship Type Standards

<u>Code</u>	<u>Description</u>
(Blank)	Not specified
N	Not a U.S. citizen
Y	U.S. citizen

Visa Type Standards

- The visa code will be a one- or two-digit alphanumeric value with all letters entered in uppercase.
- The visa code should be left blank when not applicable.
- A list of visa codes and descriptions is included in Appendix 4.

Gender Code Standards

- Gender is self-reported by students/employees
- Banner General Person functionality allows a blank value in this field if the student/employee does not report this information
- If gender is not reported for an employee, Human Resource Division will contact department personnel administrator to obtain this information
- Human Resource Division must know gender for all employees for state reporting purposes
- Selections for students/employees will be:

<u>Code</u>	<u>Gender</u>
(Blank)	Unknown/not specified
F	Female
M	Male

Ethnic Code Standards

- Race/ethnicity is self-reported by students/employees
- The following codes will be used to maintain this information in the ERP system:

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
1	White	Refers to people having origins in any of the original peoples of Europe, the Middle East, or North Africa
2	Black or African American	A person having origins in any of the black racial groups of Africa
3	Hispanic	A person of Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
4	Asian or Pacific Islander	A person having origins in the Far East or Southeast Asia, or the Indian subcontinent, or in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
5	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America and who maintain cultural identification through tribal affiliation or community attachment
6	Race/ethnicity unknown	Race/ethnicity unknown

- For purposes of reporting race/ethnicity to state and federal government agencies, these codes will be converted into the appropriate coding system used in those reports.

The Data Standards Committee is aware that the above race/ethnicity categories are not compliant with the October 1997 OMB guidelines for federal data on race and ethnicity. Since these guidelines have not been implemented by a number of federal agencies to which data regarding race/ethnicity are reported, and since Banner functionality does not currently support multiple race/ethnicity categories in its General Person functionality, the Committee feels that the above standard sufficiently addresses the need for and availability of race/ethnicity data. When federal reporting requirements and Banner General Person functionality change to allow for multiple race/ethnicity categories, the above standard will be revised accordingly.

Relationship Code Standards

- The following relationship codes will be used with an employee's or student's emergency contact:

<u>Code</u>	<u>Relationship</u>
(Blank)	Not specified
A	Aunt or Uncle
B	Brother or Sister
C	Child or Children
D	Domestic Partner
E	Embassy
F	Father
G	Grandfather or Grandmother
M	Mother
P	Mother and Father
S	Spouse
U	Guardian
V	Advisor or Sponsor
X	Other

Marital Code Standards

- Marital codes are self-reported by employee/student
- The following codes are to be used:

<u>Code</u>	<u>Marital Status</u>
(Blank)	Not specified
D	Divorced
M	Married
S	Single
W	Widowed

Veteran Information

The following codes will be used to record veteran status for employees:

<u>Code</u>	<u>Veteran Status</u>
Y	Veteran
N	Non-Veteran

Codes for veteran status for students will be determined later and included in future versions of this document.

Student/Employee Degrees and Credentials Information

1. Points of Entry for Degrees and Credentials

- HR employee processing
- Student admissions processing

2. Entry of Degrees Earned

- Degrees earned will be entered in an all upper case including no punctuation format (e.g., PHD)
- Text translations for degrees earned will be entered in mixed case (standard combination of upper- and lower-case letters, e.g., Doctor of Philosophy)

3. Institution Awarding Degree

- College Board (ETS) institution codes as well as text translations will be used to identify institutions

As additional information about ERP system functionality and requirements become available, these guidelines will be revised and expanded in future versions of this document.

Student Level Codes

The following codes will be used to student levels:

<u>Code</u>	<u>Student Level</u>
UG	Undergraduate
GR	Graduate
PR	First professional

Other student type codes and definitions will be developed as the Student and Financial Aid systems are implemented, and will be included in later versions of this document.

Deceased Person Information

- Enter 'Y' if the employee/student is deceased
- Update the date of death, if known
- Deceased information should be maintained using the same guidelines as name changes
- Refer to the Data Change Rules section of this document for determining which offices are allowed to update deceased information

Term Codes

- The term code will be six numerical characters long and constructed in an YYYYTT format, where:

YYYY= four-digit closing calendar year of the academic year (e.g., 2007)

TT= term designator, with 10 indicating fall, 20 indicating spring, or 30 indicating summer.

The trailing 0 in the term designator will be used only as a placeholder at this time, but this position will allow for the possibility of refinement or further breakdown of terms if necessary in the future.

- Examples:

Academic year 2006-2007 would be indicated by the following term codes:

<u>Code</u>	<u>Term (Semester)</u>
200710	Fall 2006
200720	Spring 2007
200730	Summer 2007

Academic year 2007-2008 would be indicated as:

<u>Code</u>	<u>Term (Semester)</u>
200810	Fall 2007
200820	Spring 2008
200830	Summer 2008

APPENDIX 1 - ADDRESS AND TELEPHONE TYPES

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
BI	Billing	Address/telephone number for activities related to billing (system required)
BU	Vendor	Principal address/telephone number for non-person entities (system required)
CA	Campus	Campus address/telephone number for employees and students
EM	Emergency Contact	Address/telephone number of person's emergency contact
EV	Order From - eVA	Vendor address/telephone number created through the eVA/Banner integration process
LO	Local	Local address/telephone number for students
MA	Mailing	Address/telephone number for mailing purposes (system required)
MO	Mobile/cell	(Telephone only) Mobile/cell phone number
PA	Parents	Address/telephone number of students' parents (system required)
PO	Order From - PO	Address/telephone used by Purchasing and departments that place orders with vendors
PR	Permanent Home	Person's home address/telephone number
RT	Remit To	Remittance address/telephone number by Accounts Payable
SA	SEVIS US	Address/telephone number in United States used for SEVIS purposes
SD	SEVIS Dependent	Address/telephone number of dependent used for SEVIS purposes
SF	SEVIS Foreign	Address/telephone number in foreign country used for SEVIS purposes
SB	Sponsor Billing	Address/telephone number used by Grants and Contracts Accounting to bill sponsors
SX	Sponsor Delivery Address/Fax	Address/fax number for delivery of all materials related to sponsored programs activities
WK	Work	Work address/telephone number
XP	Express Delivery Address	(Address only) Address for delivery of express items (i.e., items that cannot be delivered to a PO Box address)
XX	Reserved for TGRFEED Use	Reserved for TGRFEED use (system required)

In order to preserve the privacy of personal contact information for faculty, staff and student employees during the implementation of the Banner Finance and Human Resource modules beginning in June 2006, personal/home address and telephone information will only be recorded using address and telephone types of PR (permanent) and EM (emergency). That coding consistency will allow the use of Banner value base security to restrict access to that information to the central administrative staff who require such access to perform their job duties. This

approach will be revisited before implementation of the Banner Student and Financial Aid modules, to ensure the consistent coding and protection of personal information across the entire Banner system.

APPENDIX 2 - EMAIL ADDRESS TYPES

<u>Code</u>	<u>Description</u>	<u>Explanation</u>	<u>Display on Web?</u>
CA	Campus	Campus email address for employees and students.	Yes
PE	Personal	Personal email address for students	No

Additional email address types will be developed at a later date and included in future versions of this document.

APPENDIX 3 - NATION CODES AND DESCRIPTIONS

Consistent with the Nation Codes and Descriptions standard listed above, the Banner table STVNATN contains the following nation codes and textual descriptions. Nation descriptions beginning with "Zz-" denote nations that are no longer officially recognized or in existence, but which must be maintained for historical purposes.

<u>Code</u>	<u>Nation</u>		
AF	Afghanistan	BX	Brunei Darussalam
AL	Albania	BU	Bulgaria
AG	Algeria	UV	Burkina Faso
AQ	American Samoa	BM	Burma
AN	Andorra	BY	Burundi
AO	Angola	CB	Cambodia
AV	Anguilla	CM	Cameroon
AY	Antarctica	CA	Canada
AC	Antigua and Barbuda	PQ	Canal Zone
AR	Argentina	EQ	Canton and Enderbury
AM	Armenia	CV	Cape Verde
AA	Aruba	CJ	Cayman Islands
AT	Ashmore and Cartier Islands	CT	Central African Republic
AS	Australia	CL	Central and Southern Line Is
AU	Austria	CD	Chad
AJ	Azerbaijan	CI	Chile
BF	Bahamas	CH	China
BA	Bahrain	KT	Christmas Island
FQ	Baker Island	IP	Clipperton Island
BG	Bangladesh	CK	Cocos (Keeling) Islands
BB	Barbados	CO	Colombia
BS	Bassas da India	CN	Comoros
BO	Belarus	CW	Cook Islands
BE	Belgium	CR	Coral Sea Islands
BH	Belize	CS	Costa Rica
BN	Benin	IV	Cote D'ivoire [Ivory Coast]
BD	Bermuda	HR	Croatia
BT	Bhutan	CU	Cuba
BL	Bolivia	CY	Cyprus
BK	Bosnia-Herzegovina	EZ	Czech Republic
BC	Botswana	CG	Democratic Repub of the Congo
BV	Bouvet Island	DA	Denmark
BR	Brazil	DJ	Djibouti
IO	British Indian Ocean Territory	DO	Dominica
VI	British Virgin Islands	DR	Dominican Republic

<u>Code</u>	<u>Nation</u>	<u>Code</u>	<u>Nation</u>
TT	East Timor	IC	Iceland
EC	Ecuador	IN	India
EG	Egypt	ID	Indonesia
ES	El Salvador	IR	Iran
EK	Equatorial Guinea	IZ	Iraq
ER	Eritrea	IY	Iraq-Saudi Arabia Neutral Zone
EN	Estonia	EI	Ireland
ET	Ethiopia	IM	Isle of Man
EU	Europa Island	IS	Israel
FK	Falkland Islands	IW	Israel-Jordan Demilitarized Zo
FO	Faroe Islands	IU	Israel-Syria Demilitarized Zo
FM	Federated States of Micronesia	IT	Italy
FJ	Fiji	JM	Jamaica
FI	Finland	JN	Jan Mayen
FR	France	JA	Japan
FG	French Guiana	DQ	Jarvis Island
FP	French Polynesia	JE	Jersey
FS	French So and Antarctic Lands	JQ	Johnston Atoll
FT	French Terr of Afars and Issas	JO	Jordan
GB	Gabon	JU	Juan de Nova Island
GA	Gambia	KZ	Kazakhstan
GZ	Gaza Strip	KE	Kenya
GM	Germany	KQ	Kingman Reef
GH	Ghana	KR	Kiribati
GI	Gibraltar	KU	Kuwait
GN	Gilbert and Ellice Islands	KG	Kyrgyzstan
GS	Gilbert Islands	LA	Laos
GO	Glorioso Islands	LG	Latvia
GR	Greece	LE	Lebanon
GL	Greenland	LT	Lesotho
GJ	Grenada	LI	Liberia
GP	Guadeloupe	LY	Libya
GQ	Guam	LS	Liechtenstein
GT	Guatemala	LH	Lithuania
GK	Guernsey	LU	Luxembourg
GV	Guinea	MC	Macao
PU	Guinea-Bissau	MK	Macedonia
GY	Guyana	MA	Madagascar
HA	Haiti	MI	Malawi
HM	Heard and McDonald Islands	MY	Malaysia
HO	Honduras	MV	Maldives
HK	Hong Kong	ML	Mali
HQ	Howland Island	MT	Malta
HU	Hungary	RM	Marshall Islands
		MB	Martinique

<u>Code</u>	<u>Nation</u>	<u>Code</u>	<u>Nation</u>
MR	Mauritania	CF	Republic of the Congo
MP	Mauritius	VS	Republic of Vietnam
MF	Mayotte	RE	Reunion
MX	Mexico	RO	Romania
MQ	Midway Islands	RS	Russia
MD	Moldova	RW	Rwanda
MN	Monaco	SH	Saint Helena
MG	Mongolia	SC	Saint Kitts and Nevis
MW	Montenegro	ST	Saint Lucia
MH	Montserrat	SB	Saint Pierre and Miquelon
MO	Morocco	VC	Saint Vincent and Grenadines
MZ	Mozambique	SM	San Marino
WA	Namibia	TP	Sao Tome and Principe
NR	Nauru	SA	Saudi Arabia
BQ	Navassa Island	SG	Senegal
NP	Nepal	SR	Serbia
NL	Netherlands	YI	Serbia-Montenegro
NT	Netherlands Antilles	SE	Seychelles
U2	Neutral Zone	SL	Sierra Leone
NC	New Caledonia	SK	Sikkim
NZ	New Zealand	SN	Singapore
NU	Nicaragua	LO	Slovakia
NG	Niger	SI	Slovenia
NI	Nigeria	BP	Solomon Islands
NE	Niue	SO	Somalia
NF	Norfolk Island	SF	South Africa
KN	North Korea	SX	So Georgia/So Sandwich Is
CQ	Northern Mariana Islands	KS	South Korea
NO	Norway	YQ	Southern Rhukyu Islands
MU	Oman	SP	Spain
PK	Pakistan	PG	Spratly Islands
PS	Palau	CE	Sri Lanka
LQ	Palmyra Atoll	U3	Stateless
PM	Panama	SU	Sudan
PP	Papua New Guinea	NS	Suriname
PF	Paracel Islands	SV	Svalbard
PA	Paraguay	JS	Svalbard and Jan Mayen
PE	Peru	SQ	Swan Islands
RP	Philippines	WZ	Swaziland
PC	Pitcairn Islands	SW	Sweden
PL	Poland	SZ	Switzerland
PO	Portugal	SY	Syria
PT	Portuguese Timor	TW	Taiwan
RQ	Puerto Rico	TI	Tajikistan
QA	Qatar	TZ	Tanzania
GG	Republic of Georgia	TH	Thailand

Code Nation

TO Togo
TL Tokelau
TN Tonga
TD Trinidad and Tobago
TE Tromelin Island
TQ Trust Territory of Pacific Is
TS Tunisia
TU Turkey
TX Turkmenistan
TK Turks and Caicos Islands
TV Tuvalu
UG Uganda
UP Ukraine
AE United Arab Emirates
UK United Kingdom
US United States (NOT
ENTERED IN BANNER)
U5 Unknown
UY Uruguay
IQ US Misc Pacific Islands
UZ Uzbekistan
NH Vanuatu
VT Vatican City
VE Venezuela
VM Vietnam

Code Nation

VQ Virgin Islands
WQ Wake Island
WF Wallis and Futuna Islands
WE West Bank
WI Western Sahara
WS Western Samoa
YM Yemen
YS Yemen (Aden)
YE Yemen (Sanaa)
YO Yugoslavia
ZA Zambia
ZI Zimbabwe
CZ Zz-Czechoslovakia
VN Zz-Democratic Republic of
Vietnam
GC Zz-German Democratic
Republic
GE Zz-Germany, Federal
Republic of
RH Zz-Southern Rhodesia
ME Zz-Spanish North Africa
SS Zz-Spanish Sahara
UR Zz-Union of Soviet Socialist
Rep

APPENDIX 4 - VISA CODES AND DESCRIPTIONS

Consistent with the Visa Codes standard listed above, the STVVITYP table contains the following visa codes and textual descriptions.

<u>Code</u>	<u>Description</u>
A1	Diplomatic Service/Family
A2	Foreign Gvt Offic
A3	Employee A-1/A-2/Family
AJ	Adjustment of Status (Employee in the process of becoming a Permanent Resident)
AY	Asylee
B1	Business Visitor
B2	Pleasure Visitor
E1	Treaty Trader/Dep
E2	Treaty Investor/Dep
F1	Academic Student
F2	Dependent of student
G1	Principle Rep-Int Org
G2	Government Rep-Int Org
G4	International Org Emp/Family
HB	Temporary Workers - Specialty Occupations
HC	Temporary Workers - Nurses working for up to 3 years in health professional shortage areas
H4	Child or spouse of HB
I	Foreign Media Rep
J1	Visa for exchange visitors (Students, Researchers, Teachers)
J2	Spouse or child of J1
K1	Fiance(e) of US Citizen
K2	Minor Child of K-1
K3	Spouse of US citizen-Life
LA	Executive, Managerial
LB	Specialized Knowledge
L2	Spouse or Child of L1
O1	Extraordinary ability in Sciences, Arts, Education, Business, or Athletics
O3	Dependent of O-1/O-2
P1	Athlete/Entertainer
P3	Culturally Unique Program
PR	Permanent Resident
R1	Religious Worker
R2	Dependent of R-1
TD	Dependent of TN

TN	NAFTA trade visas for Canadians and Mexicans
TP	Temporary Protected Status
U1	Victim of Certain Crimes
V2	Child of LPR Petition
X	Out of Status Student (Used by International Education)
Y	I-485 Adjustment of Status Filed
Z	Undocumented Student (Used by International Education)

APPENDIX 5 - VCU FERPA POLICY STATEMENT

Rights of Students Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Visitors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory information may be released without a student's prior consent; this information is limited to

- student name
- date admitted
- mailing address and telephone number
- local address and telephone number
- university email address
- semesters of attendance
- major(s)
- minor
- specialization
- school
- full- or part-time status

- classification (freshman, sophomore, etc)
- degree sought
- honors and awards
- degrees and dates received
- participation in officially recognized intercollegiate sports, weight, height, hometown, parents' names and previous school(s) attended (for members of athletic teams)
- ID photograph
- emergency contact information

Students have the right to withhold the release of information designated as “directory information” by submitting to the Office of Records and Registration, not later than 14 days after the beginning of a term, a request written and signed that “directory information” not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the US Department of Education concerning alleged failures by Virginia Commonwealth University to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Modified to reflect changes to the Family Educational Rights and Privacy Act published Nov 21, 1996.

Appendix 6: Banner Shared Tables and Associated Data Owners

Table	Description	Student	Financial Aid	Advancement	Finance	Human Res.	Data Owner	Consult for Changes
FTVACCI	Account Index Code			X	X	X	University Controller	
FTVACCT	Account Code			X	X	X	University Controller	
FTVACTV	Activity Code			X	X	X	University Controller	
FTVCOAS	Chart of Account			X	X	X	University Controller	
FTVFUND	Fund Code			X	X	X	University Controller	
FTVLOCN	Location Code			X	X	X	University Controller	
FTVORGN	Organization Code		X	X	X	X	University Controller	
FTVPROG	Program Code			X	X	X	University Controller	
PTRCALN	Payroll Calendar Rule Form		X			X	Director of Payroll	
GTVZIPC	ZIP/Postal Code	X	X	X	X	X	University Registrar	DSC
GTVNTYP	Name Type	X	X	X			University Registrar	DSC
GTVEMAL	Email Type	X	X	X			University Registrar	DSC
GTVEXPN	Expenses	X		X			University Registrar	VP for Advancement
GTVSUBJ	Subject Index	X		X			University Registrar	Dir Undergraduate Adm
GTVMAIL	Mail Type	X		X			University Registrar	DSC
GTVINSM	Instructional Method Validation	X					University Registrar	
GTVDUNT	Duration Unit Validation	X					University Registrar	
SPRIDEN	Identification Table	X	X	X	X	X	Institution	DSC
SPRADDR	Address	X	X	X	X	X	Institution	DSC
SPBPERS	General Person	X	X	X	X	X	Institution	DSC
SPRTELE	Telephone	X	X	X	X	X	Institution	DSC
GOREMAL	Email	X	X	X	X	X	Institution	DSC
GOINTL	This form allows you to store and display information about the visas held by students, applicants, and employees.	X			X		University Registrar	Dir International Adm, Exec Dir of HR, DSC
STVACCG	Activity Category	X	X	X		X	University Registrar	
STVACTC	Activity Code	X		X			University Registrar	
STVACTP	Activity Type	X		X			University Registrar	

STVACYR	Academic Year Code	X	X				University Registrar	
STVASRC	Address Source	X		X	X		University Registrar	Dir Undergraduate Adm, Dir Graduate Adm
STVATYP	Address Type Code	X	X	X	X	X	University Registrar	DSC
STVCAMP	Campus Code	X	X				University Registrar	
STVCIPC	CIPC Code	X				X	University Registrar	Center for Inst Eff
STVCITZ	Citizen Type Code	X	X	X		X	University Registrar	DSC
STVCLAS	Class Code	X	X				University Registrar	
STVCOMT	Committee/Service Type	X				X	University Registrar	
STVCNTY	County Code	X	X	X	X	X	University Registrar	Exec Dir of HR
STVCOLL	College Code	X	X	X		X	University Registrar	Dir Undergraduate Adm, Dir Graduate Adm, Dir International Adm
STVCTYP	Contact Type	X	X				University Registrar	Dir Undergraduate Adm, Dir Graduate Adm, Dir International Adm
STVDAYS	Days of the Week	X	X			X	University Registrar	
STVDEGC	Degree Code	X	X	X		X	University Registrar	DSC, Various Curriculum Committees
STVDEPT	Department Code	X		X			University Registrar	Exec Dir of HR (admin), Provost (Academic)
STVDLEV	Degree Level	X				X	University Registrar	DSC
STVEMPT	Employment Type		X			X	Exec Dir of HR	Dir Financial Aid
STVETHN	Ethnic Code	X	X	X		X	University Registrar	DSC, Exec Dir of HR, Asst Vice Provost for EEO/AA
STVGEOG	Geographic Region Division	X		X			University Registrar	
STVGEOC	Geographic Region Code	X		X			University Registrar	
STVGMOD	Grading Mode Code	X	X				University Registrar	Dir Financial Aid
STVHOND	Departmental Honors Code	X	X	X		X	University Registrar	Schools,College, Provost
STVHONR	Institutional Honors Code	X		X			University Registrar	Schools,College, Provost
STVINIT	Initials Code	X		X			University Registrar	
STVLANG	Language	X				X	University Registrar	DSC
STVLEAD	Leadership	X		X			University Registrar	
STVLEVL	Level Code	X	X			X	University Registrar	Exec Dir of HR
STVLGCY	Legacy	X		X		X	University Registrar	VP for Advancement
STVMAJR	Major/Minor/Conc. Code	X	X	X		X	University Registrar	Various Committees, DSC
STVMDEQ	Medical Equipment Code	X				X	University Registrar	
STVMEDI	Medical Code	X				X	University Registrar	
STVMRTL	Marital Status Code	X	X	X		X	University Registrar	DSC
STVNATN	Nation Code	X	X	X	X	X	University Registrar	DSC
STVORIG	Originator Code	X		X			University Registrar	VP for Advancement
STVPENT	Port of Entry Code	X				X	University Registrar	Dir International Adm, Exec Dir of HR

STVRELG	Religion Code	X		X		X	University Registrar	DSC
STVRELT	Relation Code	X				X	University Registrar	DSC
STVRSTS	Course Registration Status	X	X				University Registrar	
STVSBGI	Source/Background Inst.	X	X	X		X	University Registrar	Ugrad Admiss, Grad Admiss, Intl Admiss, HR
STVSTAT	State/Province Code	X	X	X	X	X	University Registrar	DSC
STVTELE	Telephone Type	X	X	X	X	X	University Registrar	DSC
STVTERM	Term Type	X	X				University Registrar	Dir Fin Aid
STVVVYP	Visa Type	X				X	University Registrar	DSC, HR, Intl Admiss
STVAPDC	Admissions App Decision Codes	X	X				Dir Undergraduate Adm	Dir Grad Admiss
STVWDRL	Student Withdrawal Status Codes	X	X				Univeristy Registrar	Dir Fin Aid
SOATBRK	Student Term Break Form	X	X				University Registrar	Dir Fin Aid
TSADETC	Detail Code Control Form	X	X				Dir Stdnt Accounting	Finance, Dir Fin Aid
TSAEXPT	Exemption Authorization Form	X	X				Dir Stdnt Accounting	Finance, Dir Fin Aid
TSACONT	Contract Authorization Form	X	X				Dir Stdnt Accounting	Finance, Dir Fin Aid
TVVAUTH	Authorization Validation Form	X	X				Dir Stdnt Accounting	Finance, Dir Fin Aid
GURFEED	Finance Transaction Input Table	X		X	X	X	University Controller	Dir Stud Accounting
GURAPAY	Accounting Feed AP Table	X			X	X	University Controller	
	Validation Table							
	Control Form or Rule Form							
	PIDM related table (alumni, student, faculty, employee)							