

Missouri Western State University Administrative Information System/ Banner

Guidelines for Data Standards, Data Integrity and Security

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Data Integrity

Purpose

These guidelines provide recommendations for establishing measures for the protection, access, and use of Missouri Western State University data that is electronically maintained on the Administrative Information System (BANNER). 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.

Administrative Responsibility

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to any applicable federal and state laws as well as Missouri Western State University policies and procedures concerning storage, retention, use, release, and destruction of data.

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

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 Missouri Western State University data systems. Division/department heads will determine the data access requirements of their staff as it pertains to their job functions before submitting a Computer Systems ID Request form.

All procedures and data systems owned and operated by Missouri Western State University will be constructed to ensure that:

1. All data is input accurately.
2. Accuracy and completeness of all data is maintained.
3. System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.
4. Breaches of security can be controlled and promptly detected.

Access to Missouri Western State University Data

Below are the requirements and limitations for all Missouri Western State University divisions/departments to obtain permission for display (inquiry) and update (add/change) access to University data. All users must understand that data security is every user's responsibility.

Users are responsible for understanding all data elements that are used. 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 within their control. You, the user, are responsible for all transactions occurring during the use of your log-in identification (ID) and password. Users are not to loan or share access codes with anyone. A user that inappropriately loans or shares their access codes, may be subject to disciplinary action, up to/and including termination.

The Administrative Information 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. Generally, temporary or part-time employee access will be limited to display (inquiry) only on selected data screens. Update capability should be carefully considered and approved by the division/department head and the data custodian.

Division/department heads must request access authorization for every user under their supervision by completing and submitting a Banner Request Form For INB Access to Information Technology Services(see [Appendix 8](#)). Under no circumstances will access be granted without written approval of the division/department head.

Additionally, if remote access to Internet Native Banner (INB) is requested by the user, then permission must be granted by the supervisor and the Data Custodian and indicated on the Banner Request Form For INB Access. The user will then be prompted for their respective login/password when accessing INB from off-campus.

Requests for Confidential Information

Missouri Western faculty and staff, who wish to request confidential information from the Missouri Western State University Administrative Information System, must request it from the Data Custodian of the appropriate area.

All requests must be approved by the Data Custodian and should be reviewed with the Registrar and the GLBA Compliance Office (Risk Manager) to determine if the request meets FERPA, Sunshine Laws, HIPPA, IRB and Assessment rules/guidelines. If questions arise, the Requester may be asked to provide additional information regarding the data requested. The Requester will be notified by the Data Custodian if the request cannot be approved.

Information Access Definitions

Display

"Display" access enables the user to view, analyze, but not change Missouri Western State University data. This may also be referred to as inquiry or query access. If data is downloaded to a personal computer or other device, that data must not be altered. Downloaded data must be used and represented responsibly and

accurately. Concerns or questions regarding the validity of downloaded data should be directed to the appropriate Data Custodian.

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

Administrative Information System access will be established based on job function such as clerical, faculty, cashier, etc. and is referred to as classification. Specific access will be assigned to each classification. For example, the registration clerk might have update access to registration, but only display access to academic history. Each user will be assigned a classification or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Data Custodian(s).

The following procedures will be used to establish an ID and password for the Administrative Information System (BANNER):

1. The employee will participate in BANNER training provided by the employee’s direct supervisor or designee. At the completion of training, the direct supervisor will send a memo to Information Technology Services indicating the individual and the type of training completed. This memo will be accompanied by a Banner Request Form For INB Access (see [Appendix 8](#)), completed and approved by the employee’s division/department head.
2. The Banner Request Form For INB Access must include the employee’s first name, middle initial and last name. These fields are required in order to receive a BANNER Account. After the employee’s division/department head has determined the appropriate classifications the user is to be assigned, the form is sent to the Data Custodian(s) for approval. Data Custodians do not need an authorizing signature for access to their own data. The division/department head sends the Banner Request Form For INB Access to Information Technology Services.
3. Information Technology Services creates a unique BANNER Account for the employee and adds the account information.
4. Information Technology Services notifies the employee of his/her BANNER Account. Immediately upon login, the employee will need to change the password on GUAPSWD. Passwords must be a minimum of six characters, cannot begin with a number, and cannot contain special characters.
5. If a user forgets his/her password, he/she must contact the Information Technology Help Desk in person, bearing a picture ID. Since the passwords are encrypted, Information Technology cannot read the old password and must issue a new one.
6. Passwords will expire every 180 days. It is recommended that users change their passwords every three months to ensure the system remains secured.

Data Custodians

A Data Custodian is the director (or person assigned by the director) of a Missouri Western State University office or department. The Data Custodian may make BANNER forms (data screens) within his/her charge available to others for the use and support of the office or department’s functions.

Before granting access to BANNER forms, 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 Missouri Western State University BANNER forms, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments.

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 are also responsible for the maintenance and control of BANNER validation and rules tables. These tables, and processes related to their use, define how business is conducted at the University.

Missouri Western State University Data Custodians

| <u>Area of Responsibility</u> | <u>Data Custodian</u> |
|--------------------------------------|--|
| <u>Student System</u> | <u>Registrar</u> |
| <u>Student Financial Aid System</u> | Director of Financial Aid |
| <u>Finance System</u> | Assoc. VP for Financial Planning & Administration or Chief Accountant |
| <u>Human Resources System</u> | Director of Human Resources (or appointed person) |

Data Change Rules

The following rules govern which office makes name, identification number, address, and/or telephone number changes to student, employee, financial aid recipient, or vendor, in the integrated administrative information system called BANNER.

If the person is a/an:

Then:

Prospective Student

Student Recruit or Student Applicant

Admissions Office (new undergraduate students) can make the change with appropriate documentation.

Financial Aid Applicant Only

Director of Financial Aid
Admissions Office can make the change with appropriate documentation

Matriculated Student

Matriculated Student

Registrar or Admissions Coordinator can make the change with appropriate documentation.

Matriculated Student and Financial Aid Recipient

Registrar can make the change with the appropriate documentation, with notification to Financial Aid.

Matriculated Student and Vendor and/or
Financial Aid Recipient

Registrar can make the change with the appropriate documentation, with notification to Accounts Payable and/or Financial Aid.

Matriculated Student and Employee

Registrar can make the change with the appropriate documentation, with notification to Payroll (employee will be required to update W-4 with Payroll).

Matriculated Student, Employee and Vendor

Registrar can make the change with the appropriate documentation, with notification to Payroll and Accounts Payable (employee will be required to update W-4 with Payroll).

Employee

Employee or Employment Applicant Only

Human Resources can make the change with appropriate documentation.

Employee and Vendor

Human Resources can make the change with the appropriate documentation, with notification to Accounts Payable.

Vendor

Vendor Only

Purchasing or Accounts Payable can make the change 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 name and/or ID search to make sure that person or organization has not already been entered in the BANNER 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.
- Use of Special Characters

Ellucian technical consultants recommend against the use of special characters because their use could cause unexpected problems in Banner and with third-party software used for reporting and other processes. Specifically:

- The pound sign is used in letter generation as part of a formatting command, e.g., when inserting a new line (#nl is the command). Also, # is a UNIX command to denote a commented-out line. If the client is doing shell scripting and pulls the # from a Banner table, the script could fail.

@ - The at sign is used in SQL as the run command, as to run a program. This symbol could cause problems in PLSQL programs.

& - The ampersand is used in SQL to prompt the user for a value, so it could cause a problem within an SQL program.

% and _ - The percent and underscore are wildcards in SQL.

* - The asterisk is a wild card in UNIX. Banner Letter Generation uses the asterisk when naming variables.

/ - The slash can be used to run programs in SQL.

There is some concern about the effect of special characters on programs in Banner that parse dynamic and SQL statement. (Such a program creates another program based on information the first initial program has received.)

The following list includes characters/symbols that are used for Business Objects, a tool used for local data warehousing extracts and reports.

| | | | |
|---|-------------------------------------|----|--------------------------|
| , | Comma | & | Ampersand |
| # | Pound sign | = | Equals |
| * | Asterisk | > | Greater than |
| ' | Apostrophe or single quotation mark | >= | Greater than or equal to |
| . | Period | < | Less than |
| % | Percent sign | <= | Less than or equal to |
| " | Double quotation mark | <> | Not equal |

In general, it is best to stay away from special characters when building validation codes and rules and when entering any record data. Even though it may appear that special symbols are not causing a problem, they may be causing a problem that is going unnoticed.

General Person/Non-Person Information

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

Identification Number Standards

All entities added to the system will be created using the system generated ID number.

Person: any entity that is added to the system that is an individual (student, staff, faculty).

Non-Person: any entity that is added to the system that is not an individual (vendors, corporations, etc.).

Name Standards

1. Last Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal spelling and format of the last name as supplied by the person.

Spaces should be avoided within the last name, whenever removal of a space does not significantly change the name. Spaces should be removed from such names as:

| NAME | CHANGE TO |
|-------------|------------|
| Mc Donald | McDonald |
| Mac Pherson | MacPherson |

Spaces are permitted if the name would be significantly changed if spaces were removed. Examples:

| NAME | |
|----------------|-------------|
| St. John | (No change) |
| Del la Rosa | (No change) |
| Van der Linder | (No change) |

Hyphens may be used to separate double last names (sometimes used in ethnic names or by persons who wish to utilize their maiden and married names). However, if there are two last names that are not hyphenated (e.g. Monica Lou Creton Quinton), Monica would be input at the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.

Do NOT use titles, prefixes, and suffixes in the last name.

The pound sign (#), underscore (_), and percent sign (%) should not be used because they may cause ORACLE database errors.

2. First Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal spelling and format of the first name as supplied by the person. No periods in first name field. If no first name exists, put a period in this space. Be sure to record the preferred first name in the Preferred First Name field.

The entry of a period contradicts some required reporting to vendors such as CURP.

Any single character first name should be entered and followed. In those cases where a single character first name is designated as the first name and followed by a middle name, place the single character in the first name. Be sure to record the preferred first name in the Preferred First Name field. Hyphens MAY be used to separate double first names.

Spaces are permitted if the legal spelling and format of the name includes spaces (e.g. Mary Ann, Bobby Joe).

Do NOT use titles, prefixes, or suffixes in the first name field.

The pound sign (#), underscore (_), and percent sign (%) should not be used because they may cause ORACLE database errors.

3. Middle Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal middle name or middle initial as supplied by the person. No periods in the middle name. Place a period after the middle initial, if applicable. If no middle name exists, leave the field blank.

Hyphens MAY be used to separate double middle names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

Do NOT use titles, prefixes, or suffixes in the middle name field.

The pound sign (#), underscore (_), and percent sign (%) should not be used because they may cause ORACLE database errors.

4. Prefixes

Prefixes are not required for data entry. If utilized, prefixes are to be entered using mixed case (standard combination of upper and lower case letters). Enter the prefix in the prefix field, not in the first, middle, or last name fields. Place a period after abbreviations. Below are examples of the more commonly used prefixes and recommended abbreviations.

| Abbreviation | Description |
|---------------------|--------------------|
| Mr. | Mister |
| Mrs. | Madam |
| Ms. | Ms |
| Miss | Miss |
| Dr. | Doctor |
| Hon. | Honorable |

| | |
|------|----------|
| Rev. | Reverend |
| Fr. | Father |

5. Suffixes

All suffix codes are to be entered using mixed case (standard combination of upper and lower case letters). Enter the suffix in the suffix field, not in the last name field. Use periods after abbreviations if appropriate. Below are examples of commonly used suffixes and recommended abbreviations. The suffix field is not included on printed payroll checks and tax reports.

| Abbreviation | Description |
|--------------|-------------|
| Sr. | Senior |
| Jr. | Junior |
| II | The Second |
| III | The Third |
| IV | The Fourth |

6. Name Types

Current names are not associated with a name type. Previous or alternate names should be associated with the appropriate name type from GTVNTYP. (This field does not display on Human Resources forms.)

| Abbreviation | Description |
|--------------|--|
| PREV | Previous Name |
| BRTH | Birth or Maiden Name |
| NICK | Nickname |
| DEGR | Name as it should appear on diploma (for Registrar and Graduate Office use only) |

7. Preferred First Name (Optional)

Preferred first name should be entered into the preferred first name field (e.g., Christopher Paul Smith). If 'Paul' were what the person goes by, then 'Paul' would be entered into the preferred name field. All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the spelling and format of the preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

8. Legal Name (Optional)

If the person's name differs from the name on his/her SSN card and the individual is not an employee, the Financial Aid Office should use this field to store the different SSN name.

9. Non-Person Name/Vendor

All information is to 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 to you by the vendor. However, if the street address will not fit on one line, use the recommended abbreviations identified in Appendix 5 or the suffix tables indicated in Item 5 above.

Place periods after abbreviations as appropriate.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

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.

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

The pound sign (#), underscore (_), and percent sign (%) should not be used because they may cause ORACLE database errors.

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 STVATYP. See the Address Type (Appendix 1) and Phone Type (Appendix 2) Appendices for standard type and descriptions. The USPS Postal Addressing Standards (January 1992) were utilized to prepare these address standards.

1. Street Standards

All information is to be entered using upper and lower case letters, with the exception of standard directional abbreviations included in this document.

Standard U.S. Postal Service Directional Abbreviations:

| | |
|-----------|----|
| North | N |
| East | E |
| South | S |
| West | W |
| Northeast | NE |
| Southeast | SE |
| Southwest | SW |
| Northwest | NW |

Abbreviate directionals (if they are one of the eight standard directionals listed above) to the appropriate one or two character abbreviations.

Punctuation is normally limited to slashes and hyphens. (Hyphens in the address range are significant and are not removed. Hyphens in the street or city name may be replaced with a space.)

Hyphens and slashes may be used when needed for clarity or designated fractions.

Do NOT leave blank lines between street lines.

The address format allows three lines of street address information. However, use of the third street address line should be avoided whenever possible. Additional postage is required for addresses having three street address lines.

'In Care of' should be entered as 'c/o'. Do NOT use the % sign or spell out 'in care of'.

Avoid the use of abbreviations whenever possible. See Appendix 5 for standard street suffix abbreviations.

The pound sign (#), underscore (_), and percent sign (%) should not be used because they may cause ORACLE database errors.

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

Use the following U.S. Postal Service secondary address unit indicators:

| | |
|-------|------------|
| Apt. | Apartment |
| Bldg. | Building |
| Dept. | Department |
| Fl. | Floor |
| Rm. | Room |
| Ste. | Suite |
| Unit | Unit |

The pound sign (#), underscore (_), and percent sign (%) should not be used because they may cause ORACLE database errors.

3. City Standards

All information is to be entered using mixed case (standard combination of upper and lower case letters). Do NOT abbreviate unless you are limited by space. Normally, abbreviations will follow the standards for suffixes or directional words.

4. State Standards

The two-letter U.S. Postal Service State Standards are to be used. Select the correct codes defined in STVSTAT.

5. Zip Code Standards

Zip codes MUST be entered for all United States and Canadian addresses.

United States – Enter the 5-digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits. If the zip code is entered, the system will automatically populate the city and state data fields.

Canadian – Enter the six character zip code without hyphens or spaces.

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.

Examples:

| | |
|-------------------------|---------------------|
| Cheng Li | Bader H Al-Khalifia |
| 7-301 Houji | c/o Aramco |
| Middle of JiangNan Road | Dhahram 31311 |
| Guang Zhou 510240 | Saudi Arabia |
| Guang Zhou | |
| China P.R.C. | |

6. Nation Codes

Codes should only be added for non-US addresses. Leave the nation code blank for USA addresses, otherwise the Banner system will include USA on letters and mailing labels, resulting in additional postage costs.

7. Military Addresses (Overseas)

Overseas military addresses must contain the APO or FPO designation along with a two character “state” abbreviation of AE, AP, or AA and the ZIP Code or Zip + 4 Code. Examples: APO AE 09001-5257
FPO AP 96606-2783

AE is used for armed forces in Europe, the Middle East, Africa and Canada

AP is for the Pacific

AA is the Americas, excluding Canada

8. Rural Route Addresses

Rural route addresses should be recorded as “RR N Box NN.” Do not use the words “rural,” “route,” “number,” “No.,” or the # symbol.

Change the designations “RFD” and “RD” (as a meaning for rural or rural free delivery) to RR. Example: RFD Route 4 #87A becomes

RR 4 Box 87A

9. Post Office Boxes

Post office box addresses should be recorded as PO Box NN.

Examples: PO Box 11890

PO Box G

10. Campus Mailing Address Standards (for interoffice communications)

Campus mail should be addressed to an individual's department, as opposed to a building or room number. This includes faculty and staff campus addresses.

Examples: Registrar's Office
Department of Business

Standards for Campus Mail Addresses are included in Appendix 4.

11. Telephone Numbers

On SPATELE, you must indicate one primary telephone number per address type. Additional phone numbers can be attached to each address type, as long as these numbers are not checked as primary.

Do not use hyphens or parentheses when entering telephone numbers. The area code is entered without parentheses. The phone number is entered as 7 non-hyphenated digits. If an extension is provided, it is recorded in the "Phone Ext" area, as four digits.

Date Standards

Dates are to be entered in the format of mmddyy. All dates will be displayed as dd-mmm-yyyy.

Example:

| Enter | Displayed as |
|--------------|---------------------|
| 011793 | 17-JAN-1993 |
| 110192 | 01-NOV-1992 |

Follow these general recommendations:

- Always enter two digits for the day and month i.e., enter 01 for January, not 1.
- If you enter only part of the date, the rest of the current date defaults.
- If you include a date in query criteria, always include the century.
- You can enter a date without separators (no spaces), or you can use a dash (-) or slash (/) as separators.

Birth Date Standards

Enter the date of birth according to the Date Standards. If no birth date is given, leave the field blank. field should be reviewed on a periodic basis and updated with accurate information.

Confidential Information Indicator Standards

Students

This field will be left blank unless a student requests the Registrar to not release any Directory Information, 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

The confidential information indicator will be left blank unless an employee submits a request to Human Resources to not release any Directory Information, at which time this box will be checked. If checked, home address, home phone, and spouse information will not be included in the University Faculty & Staff Directory.

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.

Citizenship Type Standards

| <u>Code</u> | <u>Description</u> | <u>Explanation</u> |
|-------------|--|--|
| RA | Resident Alien (and other eligible non-citizen) | A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form 1-551 or 1-151), a Temporary Resident Card (form 1-688), or an Arrival-Departure Record (Form 1-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). |
| NR | Non-Resident Alien | A person who is not a citizen or national of the United States who is in the country on visa or temporary basis and does not have the right to remain indefinitely. |
| Y | U.S. Citizen | A citizen of the Unites States, owing service to it, and having attendant political rights. |

Gender Code Standards

| <u>Code</u> | <u>Description</u> |
|-------------|--------------------|
| M | Male |
| F | Female |
| N | Not available |

Ethnic/Race Code Standards

| <u>Code</u> | <u>Description</u> | <u>Explanation</u> |
|-------------|-------------------------------------|--|
| WH | White, Non-Hispanic | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). |
| BL | Black or African American | A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). |
| AN | Alaska Native | A person having origins in any of the original peoples of Alaska, including Eskimos or Aleuts. |
| AI | American Indian | A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition. |
| AS | Asian | A person having origins in any of the original peoples of East Asia, Southeast Asia, or the Indian subcontinent area including, for example, China, Japan, Korea, and Vietnam. |
| PI | Pacific Islander or Native Hawaiian | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Polynesia, Micronesia, other Pacific Islands. |
| HS | Hispanic or Latino | A person of Puerto Rican, Cuban, Mexican, Central or South America, or other Spanish culture or origin, regardless of race. |
| UN | Race/Ethnicity Unknown | Not Specified or Other |

Marital Code Standards

When needed by Student, Financial Aid and/or Human Resources, the following codes will be used. Generally, students do not report marital status and this field is not maintained.

| Code | Description | Explanation |
|-------------|--------------------|----------------------------------|
| D | Divorced | No longer legally married |
| M | Married | Legally married |
| P | Separated | Legally married but living apart |
| S | Single | Not married |
| W | Widowed | Spouse is deceased |
| U | Unknown | Status unknown |

Relationship Code Standards

| | |
|---|-------------------|
| A | Former Spouse |
| B | Brother |
| C | Child |
| D | Designated Guest |
| E | Friend |
| F | Father |
| G | Grandparent |
| L | Unknown |
| M | Mother |
| N | Neighbor |
| O | Relative |
| P | Spouse |
| R | Friend |
| S | Sister |
| U | Legal Guardian |
| X | Significant Other |

Religion Code Standards

| CODE | RELIGION | CODE | RELIGION |
|------|-----------------------|------|-----------------------|
| 00 | None | 19 | Jehovah's Witness |
| 01 | Assemblies of God | 20 | Jewish |
| 02 | Atheist | 21 | LDS-Mormon |
| 03 | Bahai | 22 | Lutheran |
| 04 | Baptist | 23 | Mennonite |
| 05 | Brethren | 24 | Methodist |
| 06 | Buddhist | 25 | Nazarene |
| 07 | Catholic | 26 | Pentecostal |
| 08 | Christian | 27 | Presbyterian |
| 09 | Christian Independent | 28 | Protestant |
| 10 | Christian Science | 29 | Reformed LDS |
| 11 | Church of Christ | 30 | Seventh Day Adventist |
| 12 | Church of God | 31 | Tao |
| 13 | Congregational | 32 | Agnostic |
| 14 | Disciples of Christ | 33 | Quaker |
| 15 | Episcopal | 34 | Non-Denominational |
| 16 | Evangelical | 98 | Other |
| 17 | Hindu | 99 | Unknown |
| 18 | Islam | | |

Legacy Code Standards NOT USED AS OF APRIL 2013

| CODE | DESCRIPTION |
|------|----------------|
| A | Aunt |
| B | Brother |
| C | Cousin |
| F | Father |
| G | Grandparent |
| M | Mother |
| P | Parents |
| S | Sister |
| U | Uncle |
| X | Multiple |
| L | Legal Guardian |

Veteran Information NOT USED AS OF APRIL 2013

Student Module (Students)

| CODE | VETERANS' STATUS TITLE |
|------|------------------------|
| 0 | Non-Veteran |
| 1 | Chapter 30/34 |
| 2 | Chapter 31 |
| 3 | Chapter 1606 |
| 4 | Chapter 35 |
| 5 | Veteran-No Benefits |

Human Resources Module (Employees)

| | |
|---|----------------------------|
| 1 | Vietnam Era Veteran |
| 2 | Special Disabled Veteran |
| 3 | Other Eligible Veteran |
| 4 | Other Non-targeted Veteran |

Definition of Student Types

The following definitions of student types should be considered when requesting reports regarding students. These definitions are in accordance with definitions utilized by the Integrated Postsecondary Education Data System (IPEDS) and are used by the National Center for Education Statistics in evaluating enrollment trends at postsecondary institutions.

| STUDENT TYPE | DEFINITION |
|-------------------------|---|
| Degree-Seeking Students | Those who intend to pursue a degree; have submitted the required application form, transcripts and test scores; and have met the scholastic requirements for admission to an undergraduate or graduate program. |

| | |
|--|---|
| First-time Freshman or First-time First-Year Student | A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended university for the first time in the prior summer term. Also includes students who entered with advanced standing (university credits earned before graduation from high school). |
| First-Time Undergraduate Transfer Student | An undergraduate student entering the institution for the first time, but is known to have previously attended another postsecondary institution at the undergraduate level. The student can transfer in with or without credit. |
| Returning Students | Students who have attended Missouri Western for any period of time during prior semesters and who either dropped out or stopped out of Missouri Western for any reason. Returning Students must submit a complete application for readmission to Missouri Western. |
| Continuing Students | Those who attended Missouri Western the previous semester and who enroll at Missouri Western for the next semester are continuing students. |
| First-time Graduate Level Student | A person enrolled at the graduate level for the first time. Includes graduate students who enrolled in the fall term who attended graduate school in the prior summer term. |
| Graduate Students | Students who have earned a Baccalaureate Degree from an accredited institution, who have applied and been accepted for admission to a Master's program at Missouri Western, and who are enrolled in graduate courses. |
| Non-Degree-Seeking Students | Students who are enrolled in undergraduate or graduate courses for credit and who are not recognized by the institution as seeking a degree. |
| Non-Degree-Seeking Graduates | Non-degree applicants who have a bachelor's degree and who wish to take coursework must apply through the Graduate Office. |

Deceased Information

Enter 'Y' if the employee/student is deceased. The date of death must also be entered.. Deceased information should be maintained using the same guidelines as name changes. Refer to the Data Change Rules section of this document. The message "DECEASED" shows up on any forms with the ID in the Key Information.

APPENDIX 1 - ADDRESS TYPES

| Code | Description | Explanation |
|-------------|---|---|
| AP | Accounts Payable | Updated by Accounts Payable (Accounting Services) and Business Office. Used for vendor's addresses if different than PR and MA. |
| BI | Billing | Updated by AR. Created if the billing address is different from Mailing AND different from PR. Used to mail invoices and statements. |
| B2 | Billing 2 NOT USED | Updated by AR. Created if the billing address is different from the B1 address. Used to mail invoices and statements, primarily to third party contract entities. NOT USED |
| CA | Campus Mailing Address | Updated by HR for employees. Used for interoffice mailings. |
| CL | Campus Location NOT USED | Updated by HR. Used to record the physical location of a faculty or staff member's office. Used to create the campus directory and to locate faculty and staff in case of a campus emergency. Not to be used for mailing purposes. NOT USED |
| DP | Diploma | Updated by Registrar's office. Used to mail diploma if address is different than PR & MA. |
| EL | Electronic Mail | E-mail address. |
| EM | Emergency | Updated by HR for employees and Registrar for Students. It is the address of an emergency contact for a person. |
| MA | Mailing | Input by Admissions office for recruits and applicants. Updated by self-service or Registrar for students. Updated by self-service or HR for employees. <u>Primary mailing address</u> for all communication and legal documents. |
| PA | Parent /Guardian | Updated by Registrar for students. PA to be used when different than MA AND different than PR. |
| PE | Permanent Employee | Updated by HR for employees. PE used to duplicate MA or to represent permanent physical home when different than MA. |
| P2 | Parent 2 NOT USED | Updated by Business Office or Student. Parent address created if different from PA. NOT USED |
| PL | Parent Loan | Business Office updates – only used for Parent Plus Loan check process. |
| PO | Purchase Order NOT USED | Updated by Purchasing (Accounting Services). NOT USED |
| PR | Permanent/Parent/Guardian (student only) | Updated by students using self-serve or Registrar's office. Created for students if different than MA. |
| RL | Residential Life | Residence Hall address for students living in residence halls. Students may view RL address on self-service screen but cannot modify. |
| VC | Vendor – Check NOT USED | Updated by Accounts Payable. Used to mail vendor checks. NOT USED. |
| VP | Vendor – Purchase Order | Updated by Purchasing. Used to mail Purchase Order and Change Orders. NOT USED. |
| XX | Reserved for TGRFEED only | Required reserved code for TGRFEED |

APPENDIX 2 - PHONE TYPES

| <u>Code</u> | <u>Description</u> | <u>Address Type</u> | <u>Explanation</u> |
|-------------|-------------------------------|---------------------|--|
| BI | Billing | BI | Updated by AR. Created if the billing number is different from Permanent and different from MA. |
| B2 | Billing 2 NOT USED | B2 | Updated by AR. Created if the billing address is different from the B1 address. |
| CA | Campus | CA | Updated by HR for employees. |
| CELL | Cellular Phone | | Updated by AP/Purchasing |
| ED | Emergency—Daytime | EM | Updated by HR and Registrar. |
| EE | Emergency—Evening NOT USED | EM | Updated by HR and Residential Life. It is the evening number of an emergency contact for a person. |
| FAX | Fax Number | | Updated by AP/Purchasing |
| MA | Mailing | MA | Updated by Student or Registrar. |
| PA | Parent | PA | Updated by Student and/or Registrar. Parent number created if different from MA. |
| PE | Permanent Employee | PE | Used to duplicate MA or when permanent home structure is different than MA. Updated by HR only. |
| P2 | Parent 2 NOT USED | P2 | Updated by Student and/or AR. Parent number created if different from P1. |
| PR | Permanent/Parent/Guardian | PR | Updated by students using self-serve or Registrar. Used when MA is different than PR. |
| VC | Vendor – Check NOT USED | VC | Updated by Accounts Payable. |
| VP | Vendor – Purchase Order | VP | Updated by Purchasing. |
| XX | Reserved for TGRFEED only | | Required reserved code for TGRFEED. |

Recruit / Applicant Address Change Procedures:

1. Search to see if the student is in Banner.
2. If they are in Banner and we have confirmed that it is the same student we check to see if the mailing and permanent addresses have changed. If the addresses have changed we inactivate those addresses and add the new mailing (MA) and permanent (PA) addresses. If the student is a new student to Banner we will enter both a mailing (MA) and permanent (PA) address. NOTE: Recruit records will only have a mailing address. Once they become an application we will enter the permanent address as well as the mailing address.

**Once an application is filed a student must submit a written request for their address to be changed. If the student is already enrolled they must change their addresses either via the web or with the Registrar's Office.

Minimum Information Needed for Recruit/Applicants

Recruit Information - Name, Gender, Ethnic, Address, Birth date, Term, Contact, Recruit Type, Graduation Date, Major/Program

Applicant Information - Name (last, first, middle), Address (Mailing and Permanent), Gender, Birth date, Social Security Number, Ethnic, Citizenship, High School, Graduation Date, Term, Program, Major, Student Type, Residence, Acceptance Type, Checklist Information, Acceptance Code (If they are E), County Code

Faculty/Staff/ MOA Address Changes and Maintenance

- PE**
- Can be changed in Human Resource Office
 - Additional insurance form completion will be required

- MA** - changed through self-serve (on-line) or in Human Resource Office
 - Change of address (returned mail by the USPS) will be verified with employee and a request made to change the address through self serve (on line) or in the Human Resources Office
 - W-2 address returns will be verified with the employee and a request made to change the address through self serve (on line) or in the Human Resources Office
- CA** - Can be changed through self-serve (on-line) or in Human Resource Office
- EM** - Address change made through the Human Resource office only

Process to implement new procedures:

- Admininfo with instructions as to how to use self-serve address change process will be sent to all employees.
- Human Resources will receive a report of all employee address changes weekly.
- All employees will be required to have a PE address which is their current physical address (no P.O. Boxes)
- All former addresses will be inactivated.

Minimum data for entering General Person record Human Resources

- Full Legal Name (Last, First, and Middle)
- Social Security Number
- Birth date
- Ethnicity
- Gender
- Marital Status
- Citizenship
- Mailing Address
- Permanent Address
- Campus Address
- Federal W-4
- State W-4

STUDENT ADDRESSES

- PR** - Can be changed via web or through paper requests
 - International student information is entered in Admissions Office
- MA** - Can be changed via web or through paper requests
 - Post Office returns changed in Registrar's Office, Business Office or Human Resources Office
 - Income Tax address returns changed in Business Office
 - Addresses changes for students taking non-credit courses are done in Western Institute
- BI** - Changed in Business Office
 - Signature Required
 - Only used in selected instances
- EM** - Changed in Registrar's Office
 - Signature Required
- PA** - Changed in Registrar's Office

Process to implement new procedures

- Compare current MA and BI addresses in system to identify most current address
- Most current address is moved to MA address and former MA (if different) is inactivated. BI address is marked as inactive in system.
- Cards (or some other method of communication) is distributed to all students during advising before summer and fall registrations.
- Communication plan be carried out to notify all students and staff to verify addresses on the system.

Issues that remain:

- How do former students change their addresses on the web?

Accounting Services Internal Vendors Procedures

Persons/Individuals

- 1) Voucher should be completely filled out. This includes the G# or SSN if this is a new vendor, complete address, signatures and the upper right hand checked whether this person is an employee, student and should it be mailed.
- 2) A complete and thorough check should be made to determine if the person is already in the system. This includes the following checks:
 - o FTMVEND Search by name (full name, partial name, etc) and SSN. If there is not a vendor set up then, do the following:
 - ✓ Cancel query
 - ✓ Rollback key
 - ✓ Uncheck vendor box and check the "All" box
 - ✓ Next Block
 - ✓ Do the search criteria
 - o If are unable to find the person set up here go to GUIALTI.
 - o GUIALTI This will search thru-out the system. It will pull up vendors, employees, students and it is not case sensitive.
- 3) When the G#'s are supplied you must use the following procedures:
 - o Employees – use the PR1 address. If it is different from the voucher, return the voucher and a note letting the employee know that they must go to Human Resources to change their address before it can be processed. **DO NOT SET UP** any PR2, PR3, etc. Only a PR1 should be used.
 - o Students – use the MA1 address on system. If it is different from the voucher, return the voucher with a note letting the student know they must go to self serve (on-line) to change their address before it can be processed. **DO NOT SET UP** any MA2, MA3, etc. Only an MA1 should be used.
- 4) **GUASYST** If there is a question as to whether the person is an employee or a student, use this screen.
 - o A checkmark will be next to the employee box, whether they are a student employee or regular employee.
 - o Look at the Registration box under the student category to determine if they are currently enrolled.

Accounting Services Address Changes

PE

- PE will be used for employees (except student employees). If the address on the remittance voucher and the PE is the same, the voucher will be processed. If the address on the voucher and the PE (permanent) address in the system are different, the voucher will be returned with a note to contact Human Resources to change their permanent address on file before re-submitting the voucher.

MA

- MA will be used for all student addresses. If the students address on the remittance voucher and the MA (mailing address) are the same the voucher will be processed. If the address on the voucher and the MA are different, the voucher will be returned with a note to go to Banner self serve (on-line) and change their address before re-submitting the voucher.

AP

- AP will be used for all vendors, other than employees or students.

Minimum Information Needed for Entering New Vendor

- 1) W-9 must be filled out for any person requesting payment for services that is not an employee (student or regular). The W-9 must be attached to a completed purchase requisition or voucher.
- 2) W-9 must be filled out for any business that is not incorporated. The W-9 must be attached to a completed purchase requisition.
- 3) A requisition or voucher with the complete name, address and social security number (or attach a W-9), must be filled out for non-employee reimbursement requests.
- 4) W-9 required fields:
 - a. Name
 - b. Business name, if different
 - c. Type of business
 - d. Social Security number or Employer ID number
 - e. Signature
 - f. Date

**WESTERN INSTITUTE
PROCEDURES TO OBTAIN G#S FOR DUAL CREDIT INSTRUCTORS AND
DUAL CREDIT FACILITATORS**

(This procedure will allow Dual Credit Instructors and Dual Credit Facilitators a login and password to use to gain access to the MWSU network)

Effective Spring 2013

Each semester Sandy Prescher will prepare a listing of names and social security numbers of Dual Credit instructors as well as Dual Credit Facilitators and enter the data into Banner and assign G number to each instructor.

Once G numbers are assigned, StacyTurner will send the G number listing to Fred Nesslage, Information Technology. He will then assign logins and passwords for the instructors.

APPENDIX 3 – E-MAIL ADDRESS TYPES

| | |
|----|--|
| AD | Prospect/Admission e-mail address |
| CA | Official e-mail address assigned to students and employees by Missouri Western State University ITS Department |
| HO | Home e-mail address |
| OF | Office e-mail address |
| OT | Other e-mail address |
| VN | Vendor e-mail address provided by vendors |
| PA | Parent Email Address |

APPENDIX 4 – CAMPUS MAIL ADDRESSES

| <i>Department</i> | <i>Standard for Campus Mailing Address</i> |
|---|--|
| Academic Affairs | Academic Affairs |
| Accounting Services | Accounting Services |
| Admissions | Admissions |
| Alumni Services | Alumni Services |
| ARAMARK | ARAMARK |
| Art | Art |
| Athletics | Athletics |
| Barnes and Noble Bookstore | B/N Bookstore |
| Biology | Biology |
| Business | Business |
| Craig School of Business | Craig School of Business |
| Campus Printing | Campus Printing |
| Career Development/Student Employment | Career Dev/Student Emp |
| Center for Academic Support | CAS |
| Center for Multicultural Education | CME |
| Center for Student Engagement | CSE |
| Chemistry | Chemistry |
| Communication Studies ,Theatre and Cinema | CSTC |
| Computer Science/Mathematics/Physics | CS/M/P |
| Counseling | Counseling |
| Criminal Justice and Legal Studies | CJ/LS |
| Custodial Services | Custodial Services |
| Developmental Math | Developmental Math |
| Economics, Political Science & Sociology | EPSS |
| Education | Education |
| Engineering Technology | Engineering Technology |
| English/Foreign Languages/Journalism | E/FL/J |
| Extension Center | Extension Center |
| Financial Aid | Financial Aid |
| Financial Planning and Administration | Financial Plan/Admin |
| Fitness Center | Fitness Center |
| Foundation | Foundation |
| Grants and Sponsored Programs | Grants/Sponsored Prgms |
| Griffon Edge | Griffon Edge |
| Health Information Technology | HIT |
| Health Services | Health Services |
| Health/Physical Education/Recreation | HPER |
| History and Geography | H/P/G |
| Honors | Honors |
| Human Resources | Human Resources |
| Information Technology Services | Information Technology Services |
| Institutional Advancement | Institutional Advancement |
| Instructional Media Center | IMC |
| Liberal Arts and Sciences | LAS |
| Library | Library |
| Maintenance | Maintenance |
| Military Science | Military Science |
| Music | Music |
| Non-Traditional Students | Non-Traditional |

| | |
|---|-------------------------------|
| Nursing & Allied Health | Nursing & Allied Health |
| Parking and Security Services | Parking and Security Services |
| Pass the Power | Pass the Power |
| Philosophy and Religion | Philosophy and Religion |
| Physical Plant | Physical Plant |
| President's Office | President's Office |
| Professional Studies | Professional Studies |
| Psychology | Psychology |
| Public Relations & Marketing | Public Relations/Mktg |
| Missouri Western State University Police Department | MWSU Police Department |
| Purchasing | Purchasing |
| Recreation Services | Recreation Services |
| Law Enforcement Academy | LEA |
| Registrar's Office | Registrar's Office |
| Residential Life | Residential Life |
| Risk Manager | Risk Manager |
| Scheduling Services | Scheduling Services |
| Special Needs | Special Needs |
| Student Affairs | Student Affairs |
| Student Activities | Student Activities |
| Student Development | Student Development |
| Student Government Association | SGA |
| Student Success & Academic Advising Center | Student Success Center |
| Telephone Services | Telephone Services |
| Testing | Testing |
| Western Institute | Western Institute |
| Western Regional Diagnostic Correction Center | WRDCC |

APPENDIX 5 - STREET SUFFIX ABBREVIATIONS

(Spell out the words whenever possible)

| NAME | ABBREVIATION | NAME | ABBREVIATION |
|--------------|--------------|--------------|-----------------|
| Alley | Aly | Junction | Jct |
| Annex | Anx | Key | Ky |
| Avenue | Ave | Lake | Lk |
| Beach | Bch | Landing | Lndg |
| Bend | Bnd | Lane | Ln |
| Bluff | Blf | Lodge | Ldg |
| Boulevard | Bldv | Manor | Mnr |
| Branch | Br | Meadows | Mdws |
| Bridge | Brg | Mount | Mt |
| Brook | Brk | Mountain | Mtn |
| Bypass | Byp | Orchard | Orch |
| Camp | Cp | Parkway | Pky |
| Canyon | Cyn | Place | Pl |
| Center | Ctr | Plaza | Plz |
| Circle | Cir | Point | Pt |
| Cliffs | Clf | Port | Prt |
| Corner | Cor | Prairie | Pr |
| County Route | CR | Ranch | Rnch |
| Court | Ct | Rapids | Rpds |
| Creek | Crk | Ridge | Rdg |
| Crescent | Cres | Road | Rd |
| Crossing | Xing | River | Riv |
| Divide | Dv | Route | Rte |
| Drive | Dr | Rural Route | RR |
| Estate | Est | Shoal | Shl |
| Expressway | Expy | Shore | Shr |
| Extension | Ext | State | No abbreviation |
| Falls | Fls | State Route | SR |
| Field | Fld | Street | St |
| Fork | Frk | Trail | Trl |
| Fort | Ft | Trailer Park | Trl Park |
| Freeway | Fwy. | Viaduct | Via |
| Gardens | Gdns | View | Vw |
| Glen | Gln | Village | Vlg |
| Green | Grn | Ville | Vl |
| Grove | Grv | Vista | Vis |
| Harbor | Hbr | Valley | Vly |
| Haven | Hvn | | |
| Heights | Hts | | |
| Highway | Hwy | | |
| Hill | Hl | | |
| Hollow | Holw | | |
| Island | Is | | |

APPENDIX 6 - BUSINESS WORD ABBREVIATIONS

(Spell out the words whenever possible)

| | | | | | |
|----------------|---------|----------------|---------|----------|------|
| Abroad | Abrd | Executive | Exec | First | 1st |
| Abstract | Abstrct | Extension | Ext | Second | 2nd |
| Academic | Acdmc | Federal | Fed | Third | 3rd |
| Academy | Acdmy | Finance | Fin | Fourth | 4th |
| Account | Acct | Foundation | Fndtn | Fifth | 5th |
| Accountant | Acnt | General | Gen | Sixth | 6th |
| Accounting | Acctg | Government | Govt | Seventh | 7th |
| Accreditation | Accrdtn | Greater | Grtr | Eighth | 8th |
| Adjuster | Adjter | Group | Grp | Ninth | 9th |
| Administration | Admin | Hotel | Htl | Tenth | 10th |
| Advancement | Advmnt | Incorporated | Inc | Eleventh | 11th |
| Advertising | Advtsng | Information | Info | | |
| Agency | Agcy | Institute | Inst | | |
| America | Amer | Institution | Instn | | |
| Appraiser | Apprser | Insurance | Ins | | |
| Architect | Archt | International | Intrntl | | |
| Assistant | Asst | Journal | Jrnl | | |
| Associate | Assoc | Laboratory | Lab | | |
| Association | Assn | Library | Lbry | | |
| Attention | Attn | Management | Mgmt | | |
| Attorney | Atty | Manager | Mgr | | |
| Board | Bd | Marketing | Mktg | | |
| Building | Bldg | Metropolitan | Metro | | |
| Center | Ctr | National | Natl | | |
| Central | Ctrl | Office | Ofc | | |
| Certified | Cert | Organization | Orgn | | |
| Circle | Cir | Organizational | Orgnl | | |
| University | Coll | Processing | Prcsg | | |
| Collegiate | Colg | Publishing | Pubshng | | |
| Community | Cmnty | Regional | Regl | | |
| Company | Co | Standard | Stand | | |
| Computer | Cmptr | Student | Stdnt | | |
| Contractor | Contr | Technology | Techlgy | | |
| Coordinating | Coor | United | Untd | | |
| Corporation | Corp | University | Univ | | |
| Council | Cncl | Wholesaler | Whslr | | |
| County | Cnty | | | | |
| Department | Dept | | | | |
| Director | Dir | | | | |
| Distributing | Distrg | | | | |
| Division | Div | | | | |
| Emergency | Emer | | | | |
| Equipment | Equip | | | | |

APPENDIX 7: FERPA POLICY STATEMENT

Definitions
Annual Notification
Procedure to Inspect Education Records
Rights of University to Refuse Access
Fees and Copies of Records
Disclosure of Education Records
Record of Requests for Disclosure
Directory Information
Correction of Education Records
Types, Locations and Custodians of Education Records
Student Rights

Definitions

For the purpose of this policy, Missouri Western State University has used the following definition of terms.

Student - any person who attends or has attended Missouri Western State University.

Education records - any record (in handwriting, print, tapes; film, electronic, or other medium) maintained by Missouri Western State University or an agent of the University that is directly related to students, except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
1. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
2. Records maintained by the Department of Public Safety (DPS) if the record is maintained solely for law enforcement purposes and are segregated from other student records.
4. Records maintained by the Student Health Center if the records are used only for treatment of a student and made available only to those persons providing treatment.
5. Records maintained by University Counseling Services if the records are used only for treatment of a student and made available only to those persons providing treatment.
6. Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to that person as a student.
7. Parents' financial records are not available to students.
8. Financial assistance and financial records.

Annual Notification

Students will be notified of their FERPA rights via the Missouri Western Web Site at www.mwsc.edu. A copy of the policy can be requested by calling the Office of the Registrar or referring to the Student Handbook.

Procedure to Inspect Education Records

In order to review their records, or request a copy, students should submit to the record custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to access.

The record custodian or an appropriate University staff person will make the needed arrangements as promptly as possible and, if necessary, notify the student of the time and place where the records may be inspected. Records will be available within 15 working days or less from the receipt of the written request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

Right of University to Refuse Access

Missouri Western State University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has unpaid financial obligations to the University.
 2. There is an unresolved disciplinary action against the student.
-

Fees for Copies of Records

The custodian of the records may impose reasonable fees for copies of records.

Disclosure of Education Records

Missouri Western State University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate education interest in the records.

A school official is:

- A person employed by the University in an administrative, supervisory, academic research or support staff position.
- A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.

A school official has a legitimate education interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the conduct of a student.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. Transcripts are provided to other schools only when students complete the procedures outlined by the Registrar's Office.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the University.

7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To an alleged victim of any crime of violence, the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime.
11. To parents of students under the age of 21 who have violated the Student Conduct Code or Missouri State laws relative to substance abuse as deemed appropriate by the University's Judicial Officer.
12. To parents of students who are considered a dependent student under the Internal Revenue Code.
13. To appropriate Federal officials authorized to view private student records in accordance with Federal law.

Record of Requests for Disclosure

The appropriate records custodian at Missouri Western State University will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed (if known), and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student or parents of a student who has filed the proper paperwork with the record custodian.

Directory Information

Missouri Western State University designates the following items as Directory Information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, class status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees and awards received, and most recent previous school attended. The University may disclose any of those items without prior written consent unless notified in writing by the student prior to the request for disclosure.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of privacy rights. A student must ask the appropriate record custodian of Missouri Western State University to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his or her privacy or other rights. The appropriate record custodian may comply with the request or may decide not to comply, notifying the student of such decision. Appeals should be presented in writing and directed to the office of Academic and Student Affairs.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the University maintains, their locations, and their custodians. The University complies with State and Federal guidelines regarding the duration of record retention.

| Type of Record | Location | Custodian |
|---|------------------------------------|---------------------------|
| Undergraduate Admission Records (upon matriculation) and Cumulative Academic Records | Registrars Office Eder Hall 102 | Registrar |
| Health Records | Health Services SU 203 | Director, Health Services |
| Financial Records | Business Office | Bursar |

| | | |
|---|---|-----------------------------|
| | SSC 104 | |
| Placement Records | Career Development Eder Hall 202 | Director Career Development |
| Judicial/Student Conduct Records | Student Development Office Eder Hall 228 | Dean of Student Development |
| Financial Assistance Records | Financial Aid Office Eder Hall 103 | Director of Financial Aid |
| Academic Probation and Suspension Records | Registrars Office Eder Hall 102 | Registrar |
| Immigration Records | Registrars Office Eder Hall 102 | Registrar |
| Alumni Records Foundation/Alumni | Foundation/Alumni Office Spratt Hall 106 | Director of Accounting |

Student Rights

The Family Education Rights and Privacy Act (FERPA) ensures students certain rights regarding their educational records. As a student at Missouri Western State University, you have the following rights:

1. The right to inspect and review your education records.
2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights.
3. The right to assign a parent or guardian, through written consent, access to educational and financial records..
4. The right to prevent disclosures of directory information contained in your educational records, except the extent that FERPA authorizes disclosure without consent. Items that Missouri Western State University recognizes as directory information are listed in the Student Handbook and on the website: <http://www.missouriwestern.edu>
5. The right to file with the U.S. Department of Education a complaint of alleged failures by Missouri Western State University to comply with the requirements of FERPA.
6. The right to know that school officials at Missouri Western State University may obtain information from educational records without obtaining your prior written consent; who is considered a school official; and what legitimate educational interest will entitle school officials to have access to education records. These policies are outlined in Missouri Western State University's Student Handbook, and on the website: <http://www.missouriwestern.edu>.

10 March 2013

APPENDIX 8: BANNER REQUEST FORM FOR INB ACCESS

PLEASE PRINT INFORMATION

EMPLOYEE INFORMATION

Name of Employee (First, Middle Initial, Last): _____

G-Number: _____ E-mail address: _____@missouriwestern.edu

Staff: ____ Faculty Full-Time: ____ Faculty Adjunct: ____ Student: ____ Other: _____ (describe)

Department _____

BANNER ACCESS INFORMATION

Date ID is to be enabled: _____ Date ID is to be disabled: _____

Please provide Internet Native Banner (INB) access to Banner for the above named employee.

Create ID like existing ID: Name _____ User ID _____ G# _____

OR

List Banner Access Screens here: _____

List Fund/Org access(es) here: Fund _____ Org _____

Employee may have remote access to Internet Native Banner: Yes: ____ No: ____

If YES, please provide the justification for remote access: _____

EMPLOYEE AND SUPERVISOR SIGNATURES

I hereby acknowledge that I have read and understand the *Banner Guidelines for Data Standards, Data Integrity and Security*.

Employee's signature: _____

I hereby acknowledge that the employee has read and understands the *Banner Guidelines for Data Standards, Data Integrity and Security*.

Department Supervisor's Signature: _____ Supervisors's Printed Name: _____

DATA CUSTODIAN(S) SIGNATURE(S)

Signature of Data Custodian(s) if different than Department Supervisor. Please check the box for each module that access is requested for and obtain the appropriate signature(s) from the module owner(s).

| Select (X) | Banner Screens | Screen Category | Department | Approval Signature |
|------------|----------------|-----------------|----------------------|--------------------|
| | R | Financial Aid | Financial Aid Office | |
| | F | Finance | Accounting Services | |
| | N | Human Resources | Human Resources | |
| | P | Payroll | Business Office | |
| | S, ZS | Student | Registrar's Office | |
| | T | Student Billing | Business Office | |

Run program ZS84014 to determine the signature required on this form when using "Create ID Like Existing ID".

This form must be delivered to ITS for the requested accesses to be entered into the INB Access Table.

ITS staff reviewed all accesses- for any accesses granted w/o an approvers initials, then IT contacts approver.

ITS STAFF SIGNATURES

INB Access Table Update Completed & E-Mail Confirmation Sent to Supervisor By: _____ Date: _____

E-Mail Sent to User With Login/Password By: _____ Date: _____

E-Mail Sent to Each Approver By: _____ Date: _____

Procedures For Establishing INB Banner Access

New Employee

The supervisor of the department that hires the new employee will print a copy of the *Banner Request Form for INB Access*. The supervisor will complete the sections titled Employee Information and Banner Access Information. The supervisor will provide the new employee with a copy of the *Banner Guidelines for Data Standards, Data Integrity and Security*. The new employee will read the document and sign the form to confirm that they have read and understand the policy. The departmental supervisor will verify that the employee has read and understands the document and will then sign the document. The departmental supervisor will provide the document to the respective module owner(s) for their approval signature(s). The document will then be forwarded to Information Technology Services (ITS) and the appropriate ITS staff member will establish the module access(es) within the INB Access Table. The ITS staff member will sign the document and send a written e-mail message to the supervisor confirming that the request has been processed, send a separate e-mail to the user with their login/password information, and send e-mail messages to each of the approvers that have signed the Banner Request Form. If Payroll approval was required, an e-mail message will be sent to the e-mail account payroll@missouriwestern.edu.

During the process of completing the form, a two-week temporary access may be established by the departmental supervisor by requesting that each respective module owner send an e-mail request to the appropriate ITS staff member. If ITS staff do not receive the signed document within two weeks, then the module access(es) will automatically be terminated until such time that the signed document is received. When the access request has been completed, the form will be filed and kept in the ITS department.

Employee Deffered Setup

Employees may be hired and not be provided with access to INB. Later, they may be required to have access to INB. The same process for new employees will be used to establish access.

Existing Employee, Change of Position

Employees may begin employment in a position that DOES NOT require access to INB and later move to a position that does require INB access. The same process for new employees will be used to establish access.

Student Employees

The supervisor of the department that hires a new student employee will print a copy of the *Banner Request Form for INB Access*. The same process for new employees will be used to establish access.

Procedures For Updating INB Banner Access For Student Employees

A report is generated at the end of the Summer, Fall, and Spring terms that shows all student employees that have access to INB Banner and the types of accesses that have been granted to each student. Supervisors are notified that they must contact ITS with information regarding the students that should continue to have access to INB Banner. Each semester on a predetermined date INB access is terminated for students that are not continuing employment at Western. The supervisor is responsible for identifying each student that will continue to work in their department. The supervisor sends an e-mail and notifies ITS staff of the students that should have their INB accesses continued.

Revised March 10, 2013

APPENDIX 9: DATA CONFIDENTIALITY AGREEMENT FORM

MISSOURI WESTERN STATE UNIVERSITY Confidential Information Agreement

Missouri Western State University employees are entrusted with certain responsibilities and special privileges related to customer and/or employee information. During the course of performing your job requirements you may have access to information that is “confidential” or “non-public”. This information may include but is not limited to:

- academic records, social security numbers, student accounts receivables, financial aid information, tests and grades, faculty evaluations
- employment record, payroll, compensation information, absence reports, medical information
- passwords, e-mail, computer system log files, other employees’ data files
- intellectual property
- Donor records.

Access to student academic or education records is governed by the federal law titled Family Educations Rights and Privacy Act of 1974 (FERPA), the Gramm-Leach-Bliley Act (GLBA) of 1999, and the Health Information Protection and Accountability Act (HIPAA). Any unauthorized access, use, or disclosure of this information is considered a violation of these policies and laws. Questions concerning student records should be directed to your supervisor or the MWSU Registrar (designated FERPA Compliance Officer).

Access to employee information is governed by the Gramm-Leach-Bliley Act (GLBA) of 1999 and the Health Information Protection and Accountability Act (HIPAA). Most employee information is “public” information and is open to public inspection. However, there is employee information that is considered “confidential” or “non-public” and you must follow proper procedures to gain access to or disclose this information. Questions concerning employee information should be directed to your supervisor or the Human Resources Department.

As an employee of Missouri Western State University, you are responsible for the appropriate steps to protect confidential information.

Any unauthorized access, modification, manipulation, destruction, or disclosure of confidential information is a violation of MWSU policy and may be a violation of federal laws.

I acknowledge that I fully understand that the intentional disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Missouri Western State University’s policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Print Name

Signature

___/___/___
Date

APPENDIX 10: CHANGE MANAGEMENT PROCEDURE

The Change Management Procedure was established to provide a means of communication and documentation between departments prior to the modification of tables/data/processes that may impact the users of other modules.

On May 20, 2005, the Implementation Team passed a resolution that they would abide by a Change Management Procedure. The procedure would be used when any Implementation Team Member was considering modifying the parameters of a table, the definition or use of data elements, or the rules within tables that control the Banner Processes.

A listserve was established on May 18, 2005 by the Systems Administrator and was named "MWSU_BANNERALERT". All team members agreed to use the listserve to post any proposed modifications to table parameters, data elements, or rules tables. Furthermore, the originator of the proposed change must identify the test instance that is designated for all users to test the impact of the proposed modification upon their respective modules.

Posting to the listserve is accomplished by composing an e-mail and sending to MWSU_BANNERALERT@list.missouriwestern.edu.

A two week advance notification is preferred although shorter lead times prior to actual modifications may be determined necessary and acceptable.