

## **Access to Student Data in the Operational Data Store (ODS)**

- Associate Provost of Undergraduate Studies/Chair
- Registrar
- Director of Student Financial Aid
- Director of Admissions
- Director of Student Accounts
- UIS director/manager
- College scheduler

Access to student data will be approved by the committee described above. The committee will review proposals from functional units (central enrollment offices, colleges, departments, student services) requesting access to student data beyond what is available from the data warehouse (Statware). Access to the ODS will be granted when the committee is satisfied of the following three points:

- Is the request based on a legitimate educational need?
- Does the user have the necessary skills to use SQL, Crystal, or other tools so as not to harm the system?
- Does the user understand the various federal, state, and institutional regulations limiting the use of student data?

### **Additional Basic Principles:**

- Users have differing needs and skills. Multiple tools can be used to query the ODS. The user will need to specify in the proposal the tool that they plan to use. The approval process will also grant approval for the type of tool. This includes: SQL query, Crystal, Discoverer, and/or other SQL tools as needed.
- Approval will be for a specific user and/or office as described in the proposal. A separate proposal is not needed for each query!
- On rare occasions a functional unit may need to access the transactional database. The committee will review these requests on a case-by-case basis. Approval to query the transactional database may be given to a specific person for unlimited queries or approval may be limited to a single query.