

## Guidelines for Ellucian Code Table Changes

Last updated: 2 November 2015

Ellucian code tables are either *operational* (such as course sections), designed to be modified on a regular basis by the relevant users; or *valcode tables* (such as admission status codes), intended to be static and modified only occasionally. Modifications to valcode tables require a higher level of approval. However, the principles of good data governance should be followed whenever code tables are modified, whether operational or valcodes.

1. Whenever possible, users should use existing code table values. Changes to code tables should not be made casually.
2. Whenever possible, code tables should only be used for the purpose for which they were intended. In particular, a single code table should not be used to serve two different functions.
3. Only directors or designated Data Stewards may authorize changes to operational code tables or request additions to Ellucian valcode tables.
4. Only the Information Systems Officer may change an Ellucian valcode table.
5. Requests for changes in valcode tables should be made in writing to the Information Systems Officer, specifying the code table, the proposed code (e.g. HCH) and description (e.g. Holy Cross House), and the reason for the request.
6. The Information Systems Officer will review the request and ensure that the proposed code does not currently exist and is in a format consistent with existing codes in the table.
7. If the valcode table change only affects the unit requesting the change, no further approval is required and the new code can be added by the Information Systems Officer.
8. If the valcode table impacts on files used by more than one unit, the Information Systems Officer will consult with the directors of the affected units before making the requested change.
9. If the proposed change involves a CORE valcode table, the Information Systems Officer will consult with the Data Governance Committee before making the requested change.