

08-15-00 Changing Oracle Data Policy

PURPOSE

The purpose of this policy is to establish controls for changes to the Oracle Banner database via SQL requested by end users.

DEFINITIONS

- **SQL:** Structured Query Language, used by Analysts and Developers to create, modify, or delete data and other database objects directly in the Oracle database, and not through the Graphical User Interface (i.e. – Banner Admin Pages, Banner Self Service).

POLICY

Changes made by a Technology Services Division Systems Analyst to data in the Oracle Banner database must be authorized by signed form approval by three permanent staff: the Data Owner, that person's supervisor, and the Chief Information Officer or designee.

Using SQL to change data in the Oracle Banner database should be on an exception basis and only if the owner of that data cannot make the change through Banner user interfaces or in the case that mass changes are required. TBR/Ellucian database personnel have recommended using SQL to make the change.

1. These changes should only be requested if it is essential to maintain the integrity of student, financial, human resources, etc. Information.
2. Any request for database changes using SQL will be made directly to the Data Owner of the data in question. Nashville State Community College has determined that the following titles "own" Banner data:
3. Requests for a change to data in a "G" table using SQL must be reviewed by all data owners who share access to the data that it contains.

Form	Owner
N	Director of Human Resources
P	Payroll Manager
F	Associate Vice President of Accounting
T	Bursar

S	Director of Records & Admissions
R	Director of Financial Aid
A	Director of Advancement

If the Data Owner approves of the request, he or she should make a written request to the Technology Services Division Service Desk to "Request to Change Banner Data via SQL" detailing what data is to be changed, from what value to what value, and why this is essential. He or she must sign and date this request.

4. A Systems Analyst assigned will complete a Banner Request for Data Change form.
5. The Data Owner's supervisor must approve the request.
6. The Assistant Director of Enterprise Applications will review all such requests and either approve the request or return it to the data owner disapproved with the reason being given.
7. If the data change request is approved, the assigned Systems Analyst will use SQL to make the change. He or she will document the change by saving a copy of the SQL code and the resulting SQL output in the appropriate Banner project folder.
8. The change documentation and the original request will be saved in Dynamic Forms for seven years.

CHANGE LOG

Date	Change	By
11/22/17	Punctuation correction #1	PAK
3/16/2021	Formatted for new policy format	PAK
3/16/2021	Title and name changes	PAK
7/14/2021	Changed Finance Data Owner from "Vice President for Finance and Administration" to "Director of Accounting"	PAK
10/19/2023	Procedural changes using dynamic forms Title changes to Director of Accounting and Director of Technology Services to Assistant Director Enterprise Applications	BR

Approved by President's Cabinet 6/14/21; updated 12/11/23