

Policy

Application Development for Student Information

The Student Information Steering Committee approves the development of all new applications that collect, store, manipulate, display or extract student information. The Committee considers how information is to be used, the functionality of the application(s), and the constituency(ies) being served. Every petition for approval must include a development plan that specifies a proposed implementation date and as appropriate the description and dates associated critical development tasks or events. The Committee advises the sponsor(s) of application(s), and as needed, may require the exclusion or inclusion of information or functionality in the final design.

Major or substantive adjustments desired by the application sponsor(s) to the previously approved application(s) must be re-submitted to the Committee for review and approval. Latitude is given to the application sponsor(s) to determine whether adjustments are major as to warrant the review of the Committee. Major changes include any changes to student information output (inclusion or exclusion of information); to the functionality of the application; or to the constituency (ies) being served.

The sponsors (and their attendant programmers) for applications are required to support the applications as approved and to incorporate changes specified by the Committee. Additionally, while user support and comment is valued and useful, users may not request programmers to initiate even minor changes to applications.

The Committee authorizes when applications are moved into production and available for use by the university community.