

Email completed form to: support@udc.edu

Banner ERP Change Request Form

Date:		Change Control #:					
Change Name*:							
Prepared by:							
Requested by:							
<i>* The Change Name is a short name used to identify the requested change.</i>							
1. Requestor Information							
Check all areas that apply:							
Enrollment	<input type="checkbox"/>	Admissions	<input type="checkbox"/>	Registrar	<input type="checkbox"/>	Student Accounts	<input type="checkbox"/>
Athletics	<input type="checkbox"/>	Financial Aid	<input type="checkbox"/>	Advising	<input type="checkbox"/>	Faculty	<input type="checkbox"/>
Request Related To							
Reporting	<input type="checkbox"/>	Course Access	<input type="checkbox"/>	Student/SST	<input type="checkbox"/>	Other	<input type="checkbox"/>
<i>If "Other", please describe briefly:</i>							
Proposed Change Description and Considerations:							
Description:							
Justification:							
Impact of <u>not</u> implementing proposed change:							

Alternatives:

2. Impact Evaluation

This section captures the results of requests that require an impact analysis in order to approve/reject. Following the appropriate due diligence, a definitive decision and action should be achieved.

Review Date:

(MM/DD/YYYY)

Evaluator:

Impact on Applications:

Impact on Infrastructure:

Impact on Cost:

Impact on Quality:

Impact on Resources: (Insert additional rows as needed)

Resources Required

Work Days

Cost

Totals

Other Impacts:

Risk associated with implementing the change:

Risk associated with not implementing the change:

Priority: *(check one)*

High

Medium

Low

3. Signatures

I have reviewed the information contained in this Change Request Form:

Role	Name	Comments	Recommendation	Signature and Date
Requestor				
Office of the Registrar			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Admissions and Enrollment			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Finance			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Student Accounts			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Student Affairs			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Academic Advising			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Law School			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Office of Information Technology			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	

Role	Name	Comments	Recommendation	Signature and Date
			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
			Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer Until	
Associate Provost for IE&A	Ansar Ahmed			
Final Recommendation: (check one)		Approve <input type="checkbox"/>	Reject <input type="checkbox"/>	Defer Until

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they approve, reject or defer this change request as specified in the table above and will actively support that decision (including any associated funding, resourcing or schedule changes) to help ensure the success of this project.

A copy of the Final Recommendation will be sent to the Requestor, and a copy will be maintained by the Data Standards Committee. Additional copies will be sent to the Office of Information Technology and the Office of Institutional Research.

Please address any questions to Ansar Ahmed at aahmed@udc.edu or Maria Byrd at mbyrd@udc.edu