

# Student Core Data Change Request

Name: \_\_\_\_\_ SSN/Student I.D. \_\_\_\_\_

## Name:

Previous Name: \_\_\_\_\_ New Name: \_\_\_\_\_

Picture ID:

AND

Social Security card  
with updated name:

**AND**

One (1)  
of  
the  
following:



Marriage Decree

Divorce Decree

Court Order

Certificate of U.S. Citizenship

Other official documentation  
recognized by the college: \_\_\_\_\_

## Social Security Number:

Previous/Incorrect: \_\_\_\_\_ Current/Correct: \_\_\_\_\_

Original Social Security card AND 1 of the following:

Driver's License

College ID

Passport

Other official documentation  
recognized by the college: \_\_\_\_\_

## Address:

Effective Date: \_\_\_\_\_

New Mailing: \_\_\_\_\_

New E-mail: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete form and return with a copy of the appropriate documentation to the Student Affairs Center. My signature verifies that all of the information provided including supporting documentation is complete and true.

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

# MnSCU Rules for Maintaining Core Data



## Student Residency Status and Citizenship

### Student Residency Status

A student can only have one residency status active during any term and this residency status is based on the person's domicile. According to board policy **2.2 State Residency Requirements** the definition of domicile is "A person's true, fixed and permanent living place. Domicile is the place to which a person intends to return after temporary absences. A person may have only one domicile at a time."

Regardless of the tuition rate awarded to a student, the student's residency status must be reflective of his/her domicile. Special tuition rates for non-residents must be maintained by special tuition rate codes.

Each college and university should confirm the accuracy of the student's residency status when a relationship is established with that student.

### Citizen Information

- Students who are not U.S. citizens must have a non-citizen code identified.
- Students who are U.S. citizens must NOT have a non-citizen code identified.
- Students who are undocumented aliens must have a non-citizen code of "98 - Unknown".

### Ethnicity Information

## Maintaining Ethnicity Information

Students and employees can self-identify multiple ethnic choices. When multiple ethnicities are reported for a student, the system will identify one as primary. When multiple ethnicities are reported for an employee, the employee must identify one as primary.

### **Ethnicity Update Situations**

#### **Self Application**

A student may provide and/or update his/her ethnic background through a self-service application \***Note:** the self-service application is not available for employees.

#### **Ethnicity Correction**

When a person's ethnic background is entered in error it can be removed and replaced with the correct information by office personnel.

#### **Ethnicity Change**

When ethnic background information exists for a person and the person provides additional, different information, office personnel must not delete any existing ethnic background information. The additional information must be added to the existing ethnic background information.

## Maintain Immunization and High School Information

### Immunization Information

The system must identify a person as exempt from the immunization laws when that student's date of birth is prior to January 1, 1956 and in cases where the student's high school graduation date from Minnesota high school is after January 1, 1997.

If a person is not exempt from the immunization laws and has not self-reported that he/she has either received the required immunizations or has had those requirements waived, no immunization information is to be entered into the system.

If a person has self-reported that he/she has either received the required immunizations or had had those requirements waived, the information provided must not be changed or deleted.

### High School Information

When a student's high school graduation date can be confirmed, usually through evaluation of the high school transcript or in communication with an official from the student's high school, the graduation date on the high school record should be modified to reflect the actual graduation date.

## Maintain Test Score Information And Removing or Deleting Data

### Test Score Information

Student tests and test scores should not be deleted. When new tests and test scores are provided by the student or through load processes those tests and test scores should be added to the existing test information on file for a person.

In cases where it is discovered that test scores for a person which were entered into the system through a load process are not legitimate, office personnel with appropriate security levels can delete those records.

### Removing/Deleting Data

If a student requests that the college/university remove any information about that student from the system, office personnel must explain to the student what the information is used for, how it used, and who has access to the information.

Once information is collected from a student by the college or university it should not be deleted from the system.