BOARD OF REGENTS

BRIEFING PAPER

***Handbook* Revision, Universal ID**

BACKGROUND & POLICY CONTEXT OF ISSUE:

As a result of the iNtegrate project, each NSHE student and employee will be assigned a single universal identification number (UID) that will be used at all NSHE institutions to identify an individual in any role, as student or employee. The UID policy (*Title 4, Chapter 21, Section 4*) and procedure (*Chapter 6, Section 7*) were originally approved by the Board of Regents in December 2009 as part of the initial implementation of the iNtegrate project. Functionality and systemwide implications have necessitated revising the policy and procedure to reflect changes to business practices that are the result of a collaborative process with all NSHE institutions, including updating the procedures to reflect appropriate documentation that may be used in changing student information related to the UID. In addition, the recommended revision to policy and procedure includes noting that the UID shall be known as the "NSHE ID" in practice.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend Title 4, Chapter 21, Section 4 of the *Handbook* to move the specific data fields related to the UID to the *Procedures and Guidelines Manual*. Amend Chapter 6, Section 7 of the *Procedures and Guidelines Manual* to include additional documentation that may be used to change student information related to the UID. (See attached Policy Proposal and Proposed Revisions for specific changes).

IMPETUS (WHY NOW?):

During the course of the iNtegrate implementation as the functionality and systemwide implications are better understood, changes in business practices are necessary to accommodate all institutions and the desired functionality. Revisions to the UID policy and procedure have been discussed throughout the implementation activities and the necessary revisions to date have been identified.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Moving the list of data specific to the UID from the Board *Handbook* to the *Procedures and Guidelines Manual* will provide flexibility as the iNtegrate implementation progresses and the UID business practices evolve and require additional revisions.
- Revising the procedures regarding documentation that is required when changing student information related to the UID will reflect business practices agreed upon by all NSHE institutions.
- Revising Board policy and procedures to reflect the institutional practice of referring to the UID as the NSHE ID will reinforce the use of the term "NSHE ID."

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

No arguments against the recommended revisions have been brought forward.

ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

The alternative is to make no change to the current policy governing the universal ID.

COMPLIANCE WITH BOARD POLICY:

❑ Consistent With Current Board Policy: Title #_____ Chapter #_____ Section #_____
X Amends Current Board Policy: Title 4 Chapter 21 Section 4
X Amends Current Procedures & Guidelines Manual: Chapter 6 Section 7
❑ Other:_____
❑ Fiscal Impact: Yes_____ No__**X**__

POLICY PROPOSAL
TITLE 4, CHAPTER 21, SECTION 4
Universal Identification (UID)

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 4. Universal Identification (UID)*/NSHE ID*

1. Each NSHE student and employee will be assigned a single universal identification number (UID) that will be used at all NSHE institutions ***and will be referred to as the NSHE ID***. UID-specific bio-demographic data will be synchronized across all institutions and changes to such data within a student or employee record will be made in accordance with procedures developed by the Chancellor.

2. The UID will include [~~the following~~] data[~~:~~] ***as defined by the Chancellor's office in consultation with NSHE institutions.***

   [~~a. Birthdate;~~
   ~~b. Birthplace (city, state, and country)~~***~~;~~***
   ~~c. Social security number;~~
   ~~d. Name (primary, preferred, diploma, human resources);~~
   ~~e. Address (home, mailing, billing, diploma);~~
   ~~f. Phone (mobile, 0home, fax);~~
   ~~g. FERPA directory release;~~
   ~~h. Gender;~~
   ~~i. Race/Ethnicity; and~~
   ~~j. date of death.~~]

3. Application Statement. Each institution must include on its student application form and employee personal data form a question regarding whether the student and/or employee attended (currently or previously) or is employed at another NSHE institution and, if so, request their NSHE issued UID. The Chancellor shall develop a common NSHE statement that will appear on all institutional student application and employee personal data forms.

PROPOSED REVISIONS
PROCEDURES AND GUIDELINES MANUAL
CHAPTER 6, SECTION 7

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 7. Universal Identification (UID)*/NSHE ID* – Procedure for Updating Student Information

1. The universal identification (UID), also known as the NSHE ID, is a set of data that will be synched across all NSHE institutions and will include the following data, as available:

a. Birthdate;
b. Birthplace (city, state, and country);
c. Social security number;
d. Name (primary, preferred, diploma, human resources);
e. Address (home, mailing, billing, diploma, local, and address maintained by the international student office);
f. Phone (mobile, home, fax);
g. FERPA directory release;
h. Gender;
i. Race/Ethnicity; and
j. Place and date of death and death certificate number

[~~1~~]***2***. All requests to change student data related to the UID must be accompanied by the NSHE Personal Identification Data change form. Documentation may be submitted in person, by mail or fax, or electronically. Documentation submitted by mail, fax, or electronically must be accompanied by a copy of a government issued photo ID.

[~~2~~]***3***. Any change of student data related to the UID must be appropriately documented by the institution initiating the change. All such documentation must be stored by the initiating institution.

a. An institution may update a student's birth date with at least one of the following documents:

i. State or government issued photo ID;
ii. Birth certificate; or
iii. Valid Passport.

b. An institution may update a student's social security number with each of the following documents:

i. Social security card; and
ii. Government issued photo identification.

c. An institution may update a student's name with at least one of the following documents:

i. Marriage license;
ii. Divorce decree;
iii. Court order;
iv. Valid Nevada driver's license ***or identification card***; [~~or~~]
v. Military identification card[~~.~~]***;***
vi. Valid passport; or
vii. Birth certificate.

d. An institution may update [~~student information related to~~] ***the*** date ***and place*** of death ***according to institutional business practices if the death certificate is not available. The death certificate number will be updated*** with a certified death certificate.

e. An institution may update a student's gender information with at least one of the following:

i. Valid driver's license ***or state issued identification card***; or
ii. [~~Government~~] ***Federal government*** issued identification card.

4. Applications received for a student with a definite match to a record at another institution(s) that contain UID data different from that already on record will follow the same procedures as in subsection 2. Until the required documentation is received by the new institution the student record will continue to display the existing UID data. The application will be processed and the student will receive a checklist item in self service for the required documentation.

[~~3~~]***5***. Electronic (scanned) documents used in verifying student data changes will be retained permanently at the initiating institution and will be available to any NSHE institution at which the student enrolls.

[~~4~~]***6***. For current employees, the Human Resources Management System (HRMS) is the system of record for both their employee and student records.

[~~5~~]***7***. The Chancellor's Office will oversee and maintain UID fields for the purpose of determining which data fields may be synchronized across the System.