

COLLEGE of CHARLESTON

OFFICIAL DIVISIONAL POLICY Academic Affairs Division

Policy on Creation of New Site Codes and Classrooms

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1.0 Statement of Policy

To ensure compliance with College Policy 7.6.8, “Substantive Change,” no new or revised site codes or classrooms shall be created in Ellucian Banner (or any successor enterprise software system) by the Office of the Registrar without the express written consent of the Provost, or the Provost’s designee.

2.0 Policy Manager and Responsible Department or Office

Provost (or Provost’s Designee), Office of the Provost

3.0 Departments/Offices Affected by this Policy

Office of the Provost
Office of Institutional Effectiveness and Strategic Planning
Office of Institutional Research, Planning, and Information Management
Office of the Registrar
All Deans, Departments, and Academic Programs

10.0 Procedures Related to this Policy

None.

11.0 Related Policies, Documents or Forms

Policy 7.6.8, “Substantive Change”

12.0 Review Schedule

Approved: July 2016

Next Review Date: October 1, 2021