

# 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 and Executive Vice President for Academic Affairs (hereafter, “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

#### **4.0 Procedures Related to this Policy**

None.

#### **5.0 Related Policies, Documents or Forms**

Policy 7.6.8, “Substantive Change”

6.0 Review Schedule

*Approved:* July 2016

*Revised:* August 2017

*Revised:* February 2019

*Next Review Date:* October 1, 2024



Signed: \_\_\_\_\_  
Brian R. McGee, Provost