New Banner Code Form

Once a new program has been approved to be offered, the following information is needed to code students appropriately in Banner, Tulane University's Student Information System. Please complete all applicable fields and obtain any signatures prior to submitting to the Office of the University Registrar, 110 Gibson Hall, 6823 St. Charles Avenue, New Orleans, LA 70118.   Note: Non-Credit programs will not be created in Banner. Please contact Jessica Shedd, jshedd@tulane.edu, for more information.

Date

Effective Term

School

Degree   Is this a dual degree program?   Yes   No

Level   Department

Full Program Title

Indicate Program Type

CIP Code (Subject to approval by Academic Affairs)

If new department, propose a 4 digit character code
Enter new department description (cannot exceed 30 characters)

If new degree, propose a 3 character code
Enter new degree description (cannot exceed 28 characters)

If new major, minor, or certificate, propose a 4 character code Enter new
major, minor, or certificate description (cannot exceed 20 characters)

If a new course subject will be required, please provide the following:
4 character subject code
Enter new subject description (cannot exceed 30 characters)

Enter an explanation of grading schema for students enrolled in new program/major
(e.g., standard letter grades, Executive Business grading schema, etc.)

Select mode(s) of delivery and location(s) in which students can complete the program requirements. **Check all that apply.**

In-person
Online (Exclusively through online courses)
Combination of In-Person and Online

Uptown
Downtown

Elmwood
Houston
Other

Provide an explanation of the tuition and fee structure for students enrolled:

Admission office responsible for admitting students into new program:

Curriculum committee responsible for approval of coursework within new program:

Name, title and contact information for the program coordinator and any other contacts for the program. Tulane's regional accrediting agency, SACSCOC, defines a program coordinator as the person, most often a member of the faculty, who has responsibility for overseeing the educational program, assuring the program contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.

Name	Title	Email Address	Telephone

Will a degree audit be required for students within this program?   Yes   No

Please indicate that approval for the proposed new program was received by the relevant oversight bodies by checking the boxes below. Be sure to document, typically with meeting mintues, the receipt of each of these approvals.

School Curriculum Committee

School Faculty

Graduate Council (applies to MA, MFA, MLA, MS, and PhD degree programs)

SACSCOC accreditation approval (be sure to have contacted Jessica Shedd, Assistant Provost for Assessment & Institutional Research, jshedd@tulane.edu, to determine if the proposed program has any SACSCOC implications.

Other accrediting approval (AACSB, ABA, CEPH, CSWE, NAAB, etc.)

I approve of the creation of the codes requested within the Student information System at Tulane University using the information provided above.

_____   _____
Signature of Dean   Date

_____   _____
Signature of Provost   Date