

**ORGANIZATION CHANGE MANAGEMENT  
BANNER ADMINISTRATIVE APPLICATIONS  
(ORGANIZATION CODE)**

**I. Policy Statement**

With the implementation of the integrated Banner administrative systems, department codes (hence forth referred to as Organization codes to reflect Banner Finance terminology) are used extensively in Banner Finance, Advancement, Human Resources, and Payroll. Within the academic areas of Banner, the college and department codes for Banner Student (Admissions, Financial Aid, Registrar's Office, and Student Accounts) are separate, yet tightly interwoven codes, which also reflect the structural design of the organization. Banner data (from all modules) drives University Identity Management. Changes to or the addition of new academic or administrative departments; combining or collapsing departments; and renaming departments or moving departments within the university structure must be carefully evaluated to determine the impact on the many business processes and transactions within these systems. The purpose of this policy is to provide uniform guidance and coordination for the establishment of the Banner Finance Organization codes, an integral element of the University's Chart of Accounts, which define the organization codes used within these administrative applications. For academic units, this policy insures that Banner Student Department codes stay synchronized with Banner Finance Organization codes.

**II. Scope**

The scope of this policy applies to all Academic and Administrative Units within the University.

**III. Policy**

All division/department changes should be finalized by January 31 of each year in order to be effective for the new fiscal year which begins on July 1. Academic changes that require notification and respective paperwork submittal to General Administration must be also be finalized by January 31. Changes made at any other time of the year that affect the Banner Organization code will have ramifications across numerous administrative applications that make processing, fiscal management and data analysis for the remainder of the fiscal year extremely difficult. Changes flowing to the academic side of Banner, as a result of organization code changes, must be implemented at the beginning of an academic cycle, which is the building of courses for a particular term. Changes effective for a July 1 fiscal year (Finance) would become effective the Fall



reporting from the Banner Finance system. The Registrar's Office will determine if additional values are needed on the STV COLL and STV DEPT tables. Changes to the academic tables will occur where feasible/possible (due to restrictions in academic history).

2. Name changes must be requested when there is substantive rationale for change, not solely for aesthetic purposes.
- D. After the new changes have been approved by the Executive Council, a copy of the approved