

**New Data Element Request Form**  
**University System of Georgia**

**Requester Information**

Name: Alan Travis

University System Office / Associate Vice Chancellor for Planning and Management

Email Address: alan.travis@usg.edu

Phone Number: 404-962-3169

Name: Laura Lynch

University System Office / Associate Vice Chancellor for Academic Programs and Policy

Email Address: laura.lynch@usg.edu

Phone Number: 404-962-3077

**Information about Proposed Data Element**

**1. Proposed name of new data element:**

*Campus Code Description*

**2. Why is the new element needed?**

*We collect the campus code for course sections, but we don't collect the description for those codes. Collecting the descriptions would assist Planning and Management troubleshoot sections/sessions with incomplete or inconsistent coding.*

**3. When is the new element needed? Please list the first term you are asking the element to be collected, as well as the latest acceptable term collection could start. Also note if there are any policies or deadlines related to your request.**

*Summer 2026 MT Collection*

**4. Provide a brief description of the new data element. Please provide all possible values; if requesting additional tests to be collected, please provide minimum and maximum possible scores as well as the minimum passing score. Please specify whether the values are text or numeric and provide any source documentation if available.**

*These are open text fields in Banner that represent the description of the associated campus codes that we already collect.*

**5. Is the data sensitive in any way?**

*No.*

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**6. Is the proposed element currently being collected by System institutions in Banner, or is this element not yet collected by institutions? Yes or No**

*Yes*

a) If Yes:

**(i) Where do the data reside (Banner table and form)?**

*STVCAMP contains the Campus Code and Description. The Campus Code is collected from Table SSBSECT, Column SSBSECT\_CAMP\_CODE. We are requesting the Description associated with that code available in STVCAMP\_DESC*

**(ii) What position(s) and division (s) have responsibility for its collection and storage (e.g. Admissions, Financial Aid, Registrar)?**

*Registrar and/or Facilities*

**(iii) To what other existing USG data elements is this one related and how would the new element affect them? Provide rules/edits that should be followed in collecting this information.**

*Campus Code (SEC019)*

*There should not be a need for any validation rules, so this shouldn't affect any other data elements. It will just provide greater context around the campus code assigned to course sections.*

**(iv) Do all system institutions collect it in Banner? If not all, which institutions?**

*Yes.*

*Please note the business practice for Campus Code (SEC019) may need updating, as it states the code is to be left blank for all institutions other than Georgia Perimeter.*

**1<sup>st</sup> Read Approval July 2025**  
**2<sup>nd</sup> Read Approval September 2025**

Modified March 2024