☐ **New Program Code**　　☐ **Replace Program Code**　　Date: _____

REQUESTOR CONTACT INFORMATION

Name _____　　Campus _____
Title _____　　Email _____
Office/Dept _____　　Phone _____

NEW PROGRAM CODE TO CREATE

Institution _____　　Campus _____
Level _____　　Effective Term _____

	Code (Max. Characters)	**Description**	**Check if requesting new code:**
College	(2) _____	_____	☐ See Banner form STVCOLL
Department	(4) _____	_____	☐ See Banner form STVDEPT
Degree/Certificate	(6) _____	_____	☐ See Banner form STVDEGC
Major	(4) _____	_____	☐ See Banner form STVMAJR
Concentration	(4) _____	_____	☐ See Banner form STVMAJR
Minor	(4) _____	_____	☐ See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

_____

Is this major/concentration code being used the same way at the other UH campuses?　☐ Yes　☐ No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*　☐ Yes　☐ No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?　☐ Yes　☐ No

Is this program/major/certificate financial aid eligible?　☐ Yes　☐ No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?
See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html　☐ Yes　☐ No

Program Length
In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

Special Program Designations
See Special Program Designations Code Definitions on IRAO Program Code Request webpage　☐ A　☐ B　☐ N　☐ P　☐ T　☐ U

Required Terms of Enrollment:　☐ Fall　☐ Spring　☐ Summer　☐ Extended

Form modified: Oct 20208

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code	_____	Program Description	_____
Institution	_____	Campus	_____
College	_____	Department	_____
Level	_____		

Are current students "grandfathered" under the program code? ☐ Yes ☐ No

Should the old program code be available for use in Banner? ☐ Yes ☐ No

Effective [_____] **, old program code will no longer be available to admit or recruit students.**
          Term (ie. Fall 2020)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective [_____] **, old program code will no longer be available to award degree to students.**
          Term (ie. Fall 2020)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, Bachelor and Graduate Degrees, and sole credential certificates

☐ BOR Meeting Minutes & Supporting Documents   ☐ Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

☐ Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.

☐ Curriculum

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...

☐ BOR approved certificate. BOR Meeting/Approval Date: _____

☐ Chancellor approved within an authorized BOR program. BOR Program: _____

☐ Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar (Print Name)	**Financial Aid Officer** (Print Name)	**For Community Colleges, verification of consultation with OVPCC Academic Affairs:** Tammi Oyadomari-Chun
_____	_____	_____
Signature Date	Signature Date	Signature Date

ADDITIONAL COMMENTS

Form modified: Oct 2020