☐ **New Program Code**   ☐ **Modify 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)	16	College of Social Sciences	☐ 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:

_____

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) 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   ☐ Yes   ☐ No
on the online application? *If yes, student may select the code as their only program of study.*

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   ☐ Yes   ☐ No
Campus?

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

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

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

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

IRAO USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS (for modifying existing program codes, specify the term to turn on/ off the online application, the recruitment/admission term, and the general student/history/ degree term.)

ATTACHMENTS

BOR Approved: Sole-credential Certificates, Associate (excluding ATS), 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...   **X** Approved per UH Master List.

☐ 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
Pheng Xiong 7/31/2020	*Jodie Kuba 08/11/2020*	
Signature Date	Signature Date	Signature Date

Form modified: Oct 2019