REPLACE PROGRAM CODE FOR PROGRAM TITLE CHANGE (MULTIPLE CODES[1])

Form #CR-AP3
Modified June 2017

Date: _____

REQUESTOR CONTACT INFORMATION

Name _____   Campus _____

Title _____   Email _____

Office/Dept _____   Phone _____

INFORMATION FOR NEW PROGRAM CODE

Institution _____   Campus _____

Level _____   Effective Term _____

	Code	Description (30)	Check if requesting new code:
College (2)			☐ See Banner form STVCOLL
Department (4)			☐ See Banner form STVDEPT
NEW Major Code (4)			☐ See Banner form STVMAJR

OLD PROGRAM CODE (12)	NEW PROGRAM'S DEGREE/CERTIFICATE		NEW PROGRAM'S CONCENTRATION	
	CODE (4)	DESCRIPTION (30)	CODE (4)	DESCRIPTION (30)

IRAO USE ONLY: DATE RECEIVED

REPLACE PROGRAM CODES FOR PROGRAM TITLE CHANGE (MULTIPLE[1])

STATUS OF CURRENT STUDENTS AND TERMINATION OF OLD PROGRAM CODE

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 2014)

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 2014)

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

ADDITIONAL COMMENTS

[   ]

ATTACHMENTS

☐ Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, to change existing code.

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:** Suzette Robinson
_____	_____	_____
_____	_____	_____
Signature Date	Signature Date	Signature Date

[1] This form may be used for existing programs that have been approved for a name change. The new program codes must be at the same institution, campus, level, effective term, college, department and major. All old program codes must have the same effective terms for the admission stop-out and termination.

Form modified: June 2017