Date: _____

REQUESTOR CONTACT INFORMATION

Name _____   Campus _____

Title _____   Email _____

Office/Dept _____   Phone _____

PROGRAM CODE FOR ☐ ADMISSION STOP-OUT ONLY OR ☐ TERMINATION (PLEASE CHECK ONE)

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 [_____] , **this 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 [_____] , **this program code will no longer be available to enroll or 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.

FOR ADMISSION STOP-OUT ONLY REQUEST

Effective [_____] , **this program code will be reactivated and available to admit or recruit students.**
Term (ie. Fall 2014)

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

Check here to leave ONLINE APPLICATION OFF ☐

ADDITIONAL COMMENTS

[_____]

IRAO USE ONLY: DATE RECEIVED

ATTACHMENTS

Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

☐ Memo with President's Approval, with cc to Vice President for Academic Planning and Policy, regarding program action.

Admission stop-outs, termination of a Certificate (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree.

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

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:

Signature	Date	Signature	Date	Signature	Date

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[1] "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)

Form modified: June 2017