



Plan/Major Code Request Form

This form is used when an academic dean or department office would like to create a Plan/major code. Please complete the items below and submit this form as an attachment to [ISISAccess.Registrar@colorado.edu](mailto:ISISAccess.Registrar@colorado.edu)

Person requesting: \_\_\_\_\_ College/School/Institute: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

- Suggested four letter code: \_\_\_\_\_
- Complete title: \_\_\_\_\_  
(no more than 30 characters)

• Start term:      Year: \_\_\_\_\_      Fall      Spring      Summer

- Which students will use this code?  
Undergraduate  
Graduate Masters  
Graduate Doctoral  
Law

- Can students earn a degree in this major?  
Yes      No

If yes, what type of degree will students earn? (e.g. Bachelor of Arts, Mathematics, Bachelor of Science, Business Administration)

\_\_\_\_\_

- Will this new code be used as a second major only?  
Yes      No

If yes, what primary programs will it be used in combination with?

\_\_\_\_\_

- Should this code be published in the Admissions Application?  
Yes      No

- Who can apply for admission to this major?  
New Freshmen      Yes      No  
New Transfers      Yes      No  
New Masters      Yes      No  
New Docs      Yes      No  
Readmit Students      Yes      No

- Is this a new CCHE approved program?  
Yes                  No
- Is this new major code to replace a current code?  
Yes                  No

If yes, name of current code:

- Will students be allowed to finish their degree program with the current major?  
Yes                  No
- Should current major code be end dated?  
Yes                  No

(When a major code is end dated, current students may continue in that major but no new students would be allowed to apply or transfer into that major.)

- Will you be changing all incoming freshman, transfers, and graduate students to new major code?  
Yes                  No
- Will you be changing all current majors to new major code?  
Yes                  No

- Does the student need to be in a certain college/school to apply for this major code?  
Yes                  No

If yes, which: \_\_\_\_\_

**APPROVALS**

APPROVALS WILL BE OBTAINED BY E-MAIL. PLEASE INDICATE THE EMAIL ADDRESS TO BE USED FOR THE FOLLOWING DEANS.

Undergraduate Dean of College/School e-mail:	
(Please indicate the email of the undergraduate Dean of the College/School approving this plan.)	
Graduate Dean:	<a href="mailto:John.Stevenson@colorado.edu">John.Stevenson@colorado.edu</a>
(All Graduate request will be sent to the Graduate Dean.)	

Submit completed form as an attachment to: [ISISAccess.Registrar@colorado.edu](mailto:ISISAccess.Registrar@colorado.edu)

Questions please call 303-492-5241. New major codes usually take 3-4 weeks to process