University of Colorado Boulder

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Plan/Major Code Request Form

This form is used when an academic dean or department office would like to create a major code.

Requestor's Information

Name: _____ College/School/Program: _____

Phone number: _____ Email: _____

Request Details

Suggested four-letter code: _____

Complete title: _____ (max. 30 characters)

Start term: ☐ Fall ☐ Spring ☐ Summer Year: _____

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 program(s) 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 intended to replace a current code? ☐ Yes* ☐ No

*What is current code?

_____

*Will students be allowed to finish their degree program with the current major? ☐ Yes ☐ No

*Should current major code be end dated? (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 it.)

☐ Yes ☐ No

*Will you be changing all incoming freshmen, transfers and graduate students to new major code?

☐ Yes ☐ No

Does the student need to be in a certain college/school/program to apply for this major code?

☐ Yes* ☐ No

*If yes, which college/school/program?

_____

Approvals

Approval requests will be sent to the following dean(s) at the email address(es) provided.

	Name of Dean Approving This Plan	Dean's Email Address
Undergraduate Dean		
Graduate Dean		

Submit completed form as an attachment to academicrequests@colorado.edu.

New major codes typically take 3–4 weeks to process.

Clear Form Submit Form