



Subplan Code Request Form

This form is used when an academic dean or department office would like to create a new subplan code associated with a major plan.

Requestor's Information

Name: _____ College/School/Program: _____

Phone number: _____ Email: _____

Request Details

New subplan is to be associated with these current major plan codes:

Suggested three-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

Are there unique requirements for this subplan associated with the major plan? Yes* No

 *If yes, are these in the catalog and/or posted online? Yes No

Will there be a degree audit of the requirements for this subplan? Yes No?

Is this new subplan intended to replace a current code? Yes* No

 *What is current code?

 *Will students be allowed to finish the requirements of the current code? Yes No

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 subplan codes typically take 3–4 weeks to process.