New Academic Program Submission
REGISTRAR'S OFFICE
University of Cincinnati
PO Box 210060, Cincinnati, OH 45221-0060
E-mail: registrar.info@uc.edu

This form must be completed when a new academic program, plan, sub-plan, or minor is created. The form is required to clearly define the characteristics of the program. This program and its code will become part of UC’s official list of programs. It will be used to identify students in the program and may appear on the student’s transcript at the time of certification. Additionally, it may be reported as a unique program code to the Ohio Department of Higher Education (ODHE) and so would be reported every term to ODHE along with each student’s enrollment record. Degrees conferred are reported to U.S. Department of Education (USDE) via IPEDS based on CIP codes. Review by the appropriate College Dean and the Provost’s Office is required prior to student information system (Catalyst) code assignment. A copy of the new program’s curriculum, and ODHE approval (if appropriate), must be attached.

College: __________________________________________________________

Career: _____ Undergraduate _____Graduate _____Law _____Medicine (MD)

Academic Program Award (e.g., Bachelor of Arts): _____________________________________________

Academic Program Plan (e.g., History):

  Website title (30 character max): ________________________________________________

  Suggested Catalyst code (e.g., plan-award: HIST-BA): _______________________________

Academic Program Sub-Plan, if applicable (e.g., American History):

  Website title (30 character max): ________________________________________________

  Suggested Catalyst code (e.g., plan-subplan: HIST-AH): _______________________________

CIP Code (six digits): ______________________

*Please use this link https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 to identify the six-digit-code that best applies to the program. The CIP code drives the classification of the program and degrees reported to ODHE and USDE.*

Should this program be set up for distance learning delivery? ____Yes  ____No

*Distance learning programs will automatically be assigned a sub-plan code (e.g., *plan-DL:*HIST-DL).*

Minimum number of credit hours required for the Academic Program: ______

Length of the Academic Program (in years): ______

Begin Term: ______________

Does this new program replace any current program codes? If so, please list _____________________________________________

Certificate programs only: Should the program be submitted to the Department of Education to determine if it is eligible for federal financial aid? ____Yes  ____No (If yes, additional information will be sent to you by the Student Financial Aid Office.)

Requests for special fee consideration must be submitted separately to the Office of Budget and Financial Services.

__________________________  __________________________
Submitted by: __________________________  Date: __________

Email: __________________________  Phone: __________________

Approval — College Dean: __________________________  Date: __________

Approval — Graduate School: __________________________  Date: __________

Approval — Provost’s Office: __________________________  Date: __________

Department of Enrollment Management / Office of the Senior Vice President and Provost  REV 12/18/2017