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: ____________________________________________

Department/School: ____________________________________________

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?v=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.

_____________________________ Date: ____________

Submitted by: _______________________________ Email: _______________________________ Phone: ____________

Approval — College Dean: _______________________________ Date: ____________

Approval — Graduate School: _______________________________ Date: ____________

Approval — Provost’s Office: _______________________________ Date: ____________