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.

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Submitted by: _____ Date: _____

Email: _____ Phone: _____

Approval — College Dean:_____ Date:_____

Approval — Graduate School:_____ Date:_____

Approval — Provost's Office:_____ Date:_____