



University of Colorado at Boulder

Office of the Registrar

105 Regent Administrative Center
20 UCB
Boulder, Colorado 80309-0020
(303) 492-6970
FAX: (303) 492-4884

Major Code Request Form

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

1. Person requesting: _____

2. Telephone number: _____

3. E-mail address: _____

4. Suggested four letter code: _____

5. Complete title (no more than 30 characters):

6. Start term: _____

7. Which students will use this code?

- _____ Undergraduate
- _____ Graduate Masters
- _____ Graduate Doctoral
- _____ Law

8. 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)

9. Will this new code be used as a second major only?

Yes _____ No _____

If yes, what primary programs will it be used in combination with?

10. Should this code be published in the Admissions Application?

Yes _____ No _____

11. 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 _____ |

12. Is this a new CCHE approved program?

Yes _____ No _____

13. Is this new major code to replace a current code?

Yes _____ No _____

If yes, name of current code:

- Will students be allowed to finish their degree program with the current major? Yes _____ No _____
- Should current major code be end dated? Yes _____ No _____ (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 that major.)
- Will you be changing all incoming freshman, transfers, and graduate students to new major code? Yes _____ No _____
- Will you be changing all current majors to new major code? Yes _____ No _____

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

Yes _____ No _____

If yes, which _____

Please explain what you hope to accomplish with this new code?

Signature of Requester: _____ Date: _____

Signature of Undergraduate
Dean of College/School: _____ Date: _____

Signature of Graduate Dean: _____ Date: _____

Submit completed form to: Carol Mash, Office of the Registrar, UCB 20, fax 303-735-3705
Questions please call 303-492-3072. New major codes usually take 3-4 weeks to process.