



Office of the Registrar

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VALID MAJOR, MINOR, TRACK CODE REQUEST FORM

(Please circle which you are requesting)

This form is used when an academic dean or department office wishes to create, or delete a major code, minor code or track code.

1. Person requesting: _____

2. Telephone number: _____

3. College/School requesting: _____

4. Suggested code (circle choice) major, minor, track: _____

5. Complete Title: _____

6. Recommended term to begin using: _____

7. Which students will use this code?

- ___ Undergraduate
- ___ Graduate Masters
- ___ Graduate Doctoral
- ___ Professional (Law Only)

8. Can students earn a degree in this major, minor, track? (Please circle choice)

___ Yes
What type of degree will students earn in this major? (e.g., Bachelor or Arts, Master of Science)

___ No
If a student has taken all courses offered in this major, minor, track, should the student be allowed to reapply? Yes ___ No ___

Should this code be published in the Admissions Application? Yes ___ No ___

9. Who can apply for admission to this major, minor, or track?

New Freshmen Yes ___ No ___
New Transfers Yes ___ No ___
New Graduates Yes ___ No ___

Continuing students, i.e. currently attending Yes ___ No ___

Readmit students, i.e., attending before but not currently attending Yes ___ No ___

10. Is this a new program that CCHE has approved for the first time? Yes ___ No ___

11. Is this code to replace a current code or is it in addition to a current code?

___ To replace a current major, minor or track _____

Code of current major, minor or track _____

Title or previous major, minor or track _____

Will the students be allowed to finish their degree program with the current major?

___ Yes (Current major will remain in all published documents and in all tables on SIS.)

___ No (Dean or department office must change student majors manually on SIS. Major code will be deleted from the next admissions application.)

___ In addition to a previous code

Name of current major, minor or track _____

Title of current major, minor or track _____

12. Does the student need to be in certain college/school to apply for this major, minor or track?

Yes ___ No ___ If yes, what college/school? _____

13. 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 _____