

CREATING A NEW PLAN OR SUBPLAN IN SAKU

Career: _____
(GRDK, UGDK, MED)

Academic Program: _____
(AHLTU, AHLTG, AHLUN, AHLGN, NURSU, NURUN, NURSG, NURGN, MEDG, MEDGN, MEDU, MEDN)

Academic Plan: _____
(Fill in the description, the plan code/name will be created by the PS Project)

Academic Plan Type: _____
(Major, Minor, Co-Major)

Degree: _____
(BS, MS, PhD, Certificate, etc.)

If a SubPlan, what Plan is it attached to: _____

Academic SubPlan Type: _____
(concentration, emphasis, option, specialization, track)

Effective Date and Term _____
(Example: 1-01-06/4062)

Prints on Diploma: Yes/No _____

If YES, Diploma Description: _____

Prints on Transcript: Yes/No _____

If YES, Transcript Description: _____

CIP Code: _____
(Registrar's Office Will Provide)

Academic Organization: _____
(Office of Planning & Analysis and the Registrar's Office Will Provide)

Person to contact with questions regarding this request:

Name: _____

Phone Number: _____

E-mail address: _____

All requests for new plans and subplans must go through the appropriate approval channels before being forwarded to the Registrar's Office for creation. Please attach all relevant approval documentation to this request. If the appropriate documentation is not attached, the plan or subplan request will not be acted upon and will be returned to the sender.