Request to Change a CIP Code

A request for changing a CIP Code should be based on identifying a mismatch between the program curriculum/learning outcomes and the description of the assigned CIP Code. Changes are intended to improve the accuracy of the assigned CIP Code and must be approved by the Academic review committee.

The following process applies to any program requesting a change to existing CIP Code:

1. The department/program coordinator meets with the Vice Provost for Academic Planning to understand the CIP code and discusses concerns.
2. The department/program faculty must formally vote to change the CIP Code and submit the request to the school's curriculum committee.
3. The School submits the request for change to the Academic Review Committee along with the following:
    a. The current CIP Code and its official description
    b. The proposed CIP Code and its official description
    c. A justification for how the proposed CIP Code better aligns with the curriculum, course content, and learning outcomes.
    d. Supporting documentation that may include curriculum, course content, and learning outcomes form programs at other institutions that use the proposed CIP Code.
    e. Letter of support from the Dean.
4. Upon approval, the Vice Provost for Academic Planning will notify the University Registrar of the CIP Code change. The University Registrar will share the change with the Office of Institutional Research and Decision Support, Office of Financial Aid, Office of Admissions, and the International Student and Scholar Services Office.
5. The University Registrar will ensure that the updated CIP code is entered into the Student Information System.
6. The Office of Institutional Research and Decision Support will update the maintained master list of CIP Codes for all university programs on the website as required by SACSCOC.