

# Guidelines for CIP Code Modification Process August 2017

Note: These guidelines address a school's interest in modifying CIP codes that are presently assigned to existing academic plans. As such, these guidelines, do not address the assignment of a CIP code to a new academic plan, as that assignment is part of the academic planning proposal, and retroactive changes are not considered.

## CIP Code Background

The Classification of Instructional Programs (CIP) is a taxonomy that is maintained by U.S. Department of Education's National Center for Education Statistics (NCES) for their data collection system, the Integrated Postsecondary Education Data System (IPEDS). The purpose of the CIP code is to provide a systematic way to identify programs nationwide by discipline. There are three levels of CIP codes, 2-digit, 4-digit, and 6-digit, with the 2-digit being the broadest scope of the discipline and 6-digit being the most specific. For example, the code 14.0802 translates to Engineering (14), Civil Engineering (14.08), and Geotechnical Engineering (14.0802). For a full listing of CIP codes see:

<http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

CIP codes are primarily used to report institutional data to various agencies. They also appear on the form I-20, also known as the Certificate of Eligibility for Nonimmigrant (F-1) Student issued by SEVP-certified schools ([colleges](#), [universities](#), and [vocational schools](#)) that provides supporting information on a student's F or M status.

For international students CIP codes may become important to determining the length of time international students can remain in the US after graduation to work in the field. Students in STEM fields, designated by [STEM CIP codes](#) will be permitted work in the US longer than non-STEM fields.

## Procedure to Request a CIP Code Modification

- Letter from the Dean of School/Regional Campus President to Vice Provosts of Undergraduate and Graduate Studies:
  - Include both the current CIP code(s) and suggested new CIP Code(s)
  - Provide justification as to why the change is being requested
  - If changing from non-STEM to STEM, explain why it fits in a STEM field, as we need to document the change for auditing purposes.

- Changes to CIP codes will be made at the academic plan level only<sup>1</sup> to ensure consistency when reporting data. When appropriate, schools will be invited to review their academic structure, and changes must be supported by the Dean.
- Timing of Changes: Requests for change should be submitted over the summer term so that they can be reviewed, approved and made effective in the fall term.
- Approval will be granted by the Vice Provosts of Undergraduate and Graduate Studies in consultation with the Provost. The letter will be sent to the Dean or Campus President.

A copy of the approval will be sent to: Provost, Contact Vice-Provost, University Registrar's Office, Institutional Research, Office of Admission and Financial Aid, Office of International Services, Associate Dean of School or Vice President of Academic Affairs, and Student Accounting and Billing.

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<sup>1</sup> Academic plans generally refer to majors and certificates. Concentrations and tracks are academic sub-plans.