

Department/Program CIP Code Change Procedure

Departments have the right to request a change of their National Center for Education Statistics Classification of Instructional Programs (CIP) code in the event it is discovered that the current description is not the most accurate available for the given department or program. The following are the steps to verify and validate that the requested code change is justified and appropriate:

- Fall term
 - The Department Chair will meet with the Registrar for confirmation that the new departmental or program CIP code is appropriate.
- Fall term – fifth Friday of class.
 - Department chair submits the request for CIP code change to the appropriate Dean.
- Winter term – first Friday of class.
 - Approved request
 - Departmental CIP
 - Dean will notify the Department Chair, the Registrar, Human Resources and the Faculty Compensation Committee.
 - Program CIP
 - Dean will notify the Department Chair and the Registrar.
 - Denied request
 - The Dean returns the request to the Department Chair with an explanation for the denial.
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Department/Program CIP Code Change Procedure Timeline

Time Frame		Activity
Fall Term	Before week 5	Department Chair meets with Registrar
	Week 5	Department Chair submits request to the Dean
Winter Term	Week 1	Dean notifies Department Chair of approval or denial of request