CIP Code Change Procedure

A change in a programs CIP Code can have major, long-lasting implications on financial aid, international students, IPEDS reporting, census, as well a myriad of other programs and reports. It is therefore imperative that any change in CIP code be carefully vetted before ultimately being approved or denied. The following procedure must be followed to request a change to an existing program's CIP code:

1. 1) Programs will submit the desired CIP code when submitting a program for approval to the Provost's Office. The Provost or his designee shall have authority in assigning initial CIP codes in consultation with the Registrar if needed.

2. 2) A School wishing to change the CIP code of a program it houses shall submit the request including a letterhead statement from the program head and dean detailing why the current CIP is inappropriate and why the proposed CIP is correct, along with any supporting documentation to the Registrar for consideration. All major codes under consideration for change should be listed in the document.

3. 3) Should the Registrar feel that the change is warranted and clear, they may make the change immediately. Otherwise, the Registrar may refer the request to the CIP change committee for a decision.

4. 4) The CIP change committee shall be composed of the following: The University Registrar, Associate Provost Mike Cunningham (Graduate Studies/Academic Affairs), Associate Dean Celeste Lay (Newcomb-Tulane), Associate Dean Beth Wee (Science & Engineering), and Associate Dean Iliana Kwaske (SoPA).

5. 5) The CIP change committee shall take all ramifications into account in consultation with IT, International Students & Scholars, and Financial Aid before voting on whether or not to allow the CIP change. A simple majority will carry the vote. Changes are effective immediately.

6. 6) Denials may be appealed to the Provost.

   A link to the Classification of Instructional Programs, (CIP) is here.