

## University of San Diego CIP Code Modification Request Process

### Purpose

The purpose of this document is to outline the steps academic units will take to request a change to the Classification of Instructional Programs (CIP) code assigned to major programs.

### Overview

The Classification of Instructional Programs provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020 (NCES, 2021). As part of the regular practice of academic program review, updating curricula, program outcomes, and CIP code alignment, an academic unit may determine a stronger alignment with a different CIP code. In such instances, the academic unit will follow the below process to request a change.

Academic units may review the list of CIP codes and definitions on the [NCES website](#).

### Special Note about STEM Designated CIP Codes

The Department of Homeland Security (DHS) designates fields of study considered to be science, technology, engineering, or mathematics (STEM) which qualify for the 24-month [STEM optional practical training extension](#) for international students. Academic units can refer to the [2024 list of DHS designated STEM designated Degree Programs](#) to determine if their program is listed as a STEM designated degree program. Because CIP codes describe the curriculum of a program, requests to change a CIP code designed simply to leverage benefits for international students will not be considered. Such changes must be evidenced by a curriculum change that aligns with the proposed CIP code as defined by [NCES](#).

### Process

CIP code changes will only be implemented at the beginning of each Fall semester. As such requests should be submitted to the Vice Provost by April 1 in the Spring semester preceding the Fall semester referenced in the request.

1. The academic unit provides documented rationale for the proposed CIP code change including:
  - a. The desired semester the proposed change would go into effect,
  - b. The current and proposed CIP code,
  - c. How the changes to the curriculum and program outcomes better align with the proposed CIP code,
    - i. If changing from a non-STEM to a DHS designated STEM code, specifically address why the curriculum better aligns to a STEM field

- d. Approval from the department chair and dean
2. Upon receipt of the CIP code change request, the Vice Provost will review the request with the Registrar and the Assistant Provost, Institutional Research and Effectiveness. This group will make a recommendation about the request to the Provost.
3. The Provost will make the final decision and communicate the results to the academic unit.
4. After resolution of the request, any necessary changes will be made to USD's student information system as well as other relevant databases, including the WSCUC portal.
  - a. Institutional Research and Effectiveness will submit a request to ITS to update STVMAJR and STVCIPC in Banner and update the WSCUC portal.

#### Resources

NCES (2021). Retrieved from <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56>