

University of Tennessee, Knoxville

Academic CIP Code Procedure

Effective March 2022

Federal Classification of Instructional Programs (CIP) codes are used to identify the content and curriculum in academic programs. At the time that a program is proposed, a CIP code that most closely aligns with the curriculum is selected by the proposing department.

If a program's curriculum is modified to the extent that the original CIP code is no longer the best match for the program, if there is an update to the list of available CIP codes that includes a more appropriate CIP code, or if a department is reevaluating a program's CIP code and determines there is a code that is more closely aligned with the curriculum, the department may submit a request to change the code. (Note: If seeking a STEM code, the percentage of the program and specific course titles that are STEM-related must be listed.)

The request to change a program's CIP code must follow the process described below. Each request (i.e., each program) must be submitted on a standard form, which includes an explanation of the curriculum and justification for the change in the code based on an alignment between the program of study, institutional academic program, and the federal CIP. All CIP code changes must be approved by the institution and by the Tennessee Higher Education Commission (THEC).

Following the prescribed steps will ensure that the codes in Banner that are used for reporting purposes and the institution's official listing of CIP codes, which is shared with institutional accreditor Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), are current.

To request a CIP code change for a program:

1. An academic department chair will submit a completed THEC Request for Classification of Instructional Program Code Change form (see below) to the college dean for review, with the appropriate associate dean copied.
2. One form will be completed for each individual academic program (e.g., Certificate, BS, MS, etc.).
3. The college dean will forward the request, with endorsement, via email to the institution's Accreditation Office (Accreditation) at SACS_Liaison@utk.edu, with the department chair and associate dean copied.

4. Accreditation will forward the request form to the Vice Provost for Academic Affairs (VPAA) and the Dean of the Graduate School (Dean) for review.
5. The VPAA and Dean will review the request and notify Accreditation whether the request should be forwarded to the Office of the Provost or requires revision. If the request should be forwarded to the Office of the Provost, Accreditation will send the request, and any comments from the VPAA and Dean, to the Office of the Provost for consideration; and, if not, the request will be sent back to the requesting department for revision and resubmission. A revised request will be submitted to Accreditation to begin the process anew.
6. The Provost will approve or deny each request. Approved requests will be sent to Accreditation with the Provost's signature. Denied requests will be sent to Accreditation with an explanation; Accreditation will forward any denied request to the college dean.
7. Accreditation will send an approved request to the UT System THEC Liaison.
8. The THEC Liaison will send the request to THEC for approval.
9. THEC will notify the THEC Liaison of each request's approval or rejection.
10. The THEC Liaison will inform Accreditation of the THEC outcome.
11. Accreditation will send the THEC outcome to:
 - i. the requesting department,
 - ii. Vice Provost for Academic Affairs,
 - iii. Dean of the Graduate School,
 - iv. Registrar's Office (updates undergraduate program codes in Banner),
 - v. the Graduate School (updates graduate program codes in Banner),
 - vi. the Office of Institutional Reporting and Assessment (OIRA), for reporting purposes, and
 - vii. the Office of Information Technology (OIT), specifically [OIT SIS APPS@utk.edu](mailto:OIT_SIS_APPS@utk.edu) and [OIT Data Services@utk.edu](mailto:OIT_Data_Services@utk.edu).
12. Accreditation will update the institution's official CIP Code List (found online at sacs.utk.edu under SACSCOC Reports and Correspondence/Substantive Change).

Tennessee Higher Education Commission
Classification of Instructional Programs
Request for Classification of Instructional Program Code Change



The [Classification of Instructional Programs](#) (CIP) was developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980 to provide a taxonomic scheme to support the accurate tracking, assessment, and reporting of fields of study. As CIP codes are used to identify and classify similar programs of study across institutions and department, THEC works with all public higher education institutions to coordinate CIPs with academic programs in a comprehensive manner. Because CIPs are inherently tied to national standards of content and curriculum, requests to change a CIP must be accompanied by a review of curriculum that necessitates the change. Unlike changing the name of the program to better match the curriculum, changing a CIP indicates a change in curriculum which requires a more through analysis of alignment between the defined program of study, institutional academic program, and the federal CIP.

Institution: University of Tennessee, Knoxville

Request to Change Classification of Instructional Program (CIP)	
Academic Program Title: <i>(Exactly as it appears in the Catalog)</i>	Degree Level: <i>(Only one)</i>
Initial Program Approval Date:	Requested Implementation: Fall/Spring/Summer of <i>(Year)</i>
Current Academic Program CIP	Proposed Academic Program CIP
Federal CIP Code:	Federal CIP Code:
CIP Code Title:	Federal CIP Code Title:
Federal CIP Code Definition:	Federal CIP Code Definition:
<p>1) Has the academic program ever had a different name or CIP prior to this request? If so, please explain. <i>(Within the last 10 years, was a request approved to change the program name and/or CIP code?)</i></p>	
<p>2) Describe how the academic program has changed in a way that warrants a change to the CIP code. Please identify changes in the curriculum for the academic program.</p>	
<p>3) Explain why the proposed CIP code is a better fit for this academic program than the current CIP code.</p>	
<p>4) If you are requesting a change to a STEM CIP code, describe the percentage of the program and specific course titles that are STEM-related.</p>	

Provost Signature *(electronic signature acceptable)*

Date