UC Davis protocol for modification of CIP code assignments

The Classification of Instructional Programs (CIP) is a taxonomic coding scheme of instructional programs. Its purpose is to facilitate the organization, collection, and reporting of fields of study and program completions. The CIP was originally developed in 1980 by the National Center for Education Statistics (NCES) in the U.S. Department of Education, with revisions occurring in 1985, 1990, 2000, and 2010. The 2020 edition of the CIP (CIP-2020) is the sixth version of the CIP and presents an updated taxonomy of instructional program classifications and descriptions. Detailed information about CIP codes can be found at https://nces.ed.gov/ipeds/cipcode/

The initial determination of the appropriate CIP code for a new program, or a proposal to update or revise the existing CIP code of a program should initiate with the department or school that offers the program. A proposal for assignment of a new CIP code, after endorsement by the department or program chair, should be submitted to the Office of the Provost, who will send it for review to the Dean and Vice Provost of Undergraduate Education or Graduate Studies, as appropriate, and to the Chief Data Officer in Budget and Institutional Analysis.

The proposal should include the official text of the proposed new code (as well as existing CIP code in the case of an update/revision), along with an explanation of the reasoning for the assignment and associated supporting information regarding the relationship between the requested code and the curriculum.

After receipt of endorsements from the two above-named individuals, the Provost/Executive Vice Chancellor will make the final decision and inform the Registrar of the decision. The Registrar and BIA, as appropriate, will make any necessary notifications and updates to appropriate university offices, including UCOP (Annette Holmes; Annette.Holmes@ucop.edu).
Request for assignment or update of CIP code for academic programs at UC Davis

Endorsed by:

Department Chair or Graduate Program/Group Chair [NAME HERE] Date

School or College Dean [NAME HERE] Date

Chief Data Officer, Budget and Institutional Analysis Steven Weisler Date

Vice Provost/Dean Undergraduate or Graduate Education Jean-Pierre Delplanque Date

Approved by:

Provost and Executive Vice Chancellor Date

Approval forwarded to the Registrar on ____________________.

Date