

CIP CODE CHANGES PROPOSAL

FACULTY/ DEPARTMENT

The request to change a CIP code should come from the faculty administering the program with the support of the dean. The proposal must include the following:

- The argument for changing the CIP code must be curriculum-based.
- The proposal must address why the old CIP code is not an appropriate description of the program's curriculum and why the proposed CIP code is correct. Supporting documents may be submitted.
- The program needs to demonstrate that equivalent programs accredited by HLC and offered by reputable institutions have the proposed CIP code.
- The change should impact both graduate and undergraduate programs, if appropriate.

COLLEGE

After the appropriate department/school and college approvals, send the curriculum-based rationale for the CIP code change request, along with a cover memo from the dean's office stating that appropriate approvals were received to curriculum@unomaha.edu

CURRICULUM REVIEW COMMITTEE

A curriculum review committee with the following representatives will convene to discuss the merits of the proposal. The committee includes representatives from Academic Affairs, SIDA, Accreditation, Registrar's Office, a Faculty member with experience in the field, and Graduate Studies (as applicable).
The decision to change the CIP code must be finalized by Academic Affairs by March to be activated at the start of the following academic year. Under no circumstances can CIP code changes be made during an academic year or retroactively.

REGISTRAR

Notification is sent to Academic Affairs when finalized in systems

HLC REPORT

Notification is required within 30 days after notification from the Registrar's office.

Legend:

Program's Responsibility

On Campus Process

Off Campus Process

Additional Information

The Classification of Instructional programs (CIP) codes were developed by the U.S. Department of Education as the national taxonomic standard of academic program titles for federal surveys and state reporting of institutional data.