

Classification of Instructional Programs (CIP) Code Approval Process (IRPOA, Revised 03-10-10)

Introduction

- The Classification of Instructional Programs (CIP) is the federal government statistical standard on instructional program classification. It provides a taxonomic scheme that supports the accurate tracking, assessment and reporting of fields of study and program completion. Further information on the CIP is available through the National Center for Education Statistics: <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>.
- CIP codes (comprised of six numerical digits) are used to track degree programs and courses and are reported to the NM Higher Education Department and to the federal government. They are also required in the reporting required by the Higher Learning Commission and in several external surveys completed by IRPOA. .
- For campuses, colleges and departments CIP codes are important because HED funding is tied into course CIP codes. Each course CIP code has a pre-assigned funding tier. Courses are placed into one of three tiers with Tier 1 being the lowest and Tier 3 the highest in dollar amounts.
- Funding dollars in each tier are set for courses at the lower (100-200), higher (300-400), and graduate levels (500+). .

The Process

- All new degrees, certificates, majors and courses must be reviewed and approved by the various internal approval entities proscribed by the campus in which the proposal originates. Some degrees require approval by the Board of Regents.
- After the internal approval process is completed, a CIP code request must be sent to the Office of Institutional Research, Planning and Outcomes Assessment (IRPOA). The request form is completed by IRPOA and submitted to the HED for approval. Once the code is approved, the Registrar's office enters the necessary information into the Banner system, making it possible for students to register for the course and/or the new major/degree.

Required Documentation

- HED proscribes the documentation that is necessary to approve a CIP code.
- For a request for a **course or major CIP code** the following materials are required:
 1. The proposal submitted as part of the internal review and approval process which should include justification for the course/major and its placement within the program/department.
 2. A course description as it will appear in the catalog
 3. A proposed/actual course syllabus
- For a request for a **degree or certificate CIP code** the supporting materials must include:
 1. The proposal submitted as part of the internal review and approval process which should include justification for the new degree/certificate.
 2. If Board of Regents approval is required (no approval is needed for certificates), the date of the BOR meeting in which it was granted. .
 3. Catalog copy that shows:
 - a. The description and structure of the program
 - b. The course sequencing
 - c. The total number of credits in the program
 - d. For certificates, the length of time to completion (less than 1 year, 1-2 years, etc.)
 - e. A listing of required courses which have assigned CIP codes and a listing of new courses which require CIP code assignments

Timeline

- It is important to start the CIP code request process as early as possible and preferably early in the semester before the course/degree will be implemented.
- Allow 4-6 weeks for the internal approval process.
- Allow at least 2-3 weeks for IRPOA to review the supporting materials, complete the request form and submit the materials to HED.
- Allow at least 4-8 weeks for the HED to process the application, review the materials, and approve the CIP code.
- Once the HED notifies IRPOA of the approval, allow 1-3 days to be notified of the approval, including notification to the Registrar's office.

- Once the Registrar's office is notified of the approval, allow at least two weeks for the course/degree to be inputted into the Banner system which will allow students to register for the new course/under the new major/degrees.

Direct all questions to IRPOA at 575-646-1720.

CIP Code Approval Process

(IRPOA, Draft, 3-10-10)

