Request to Change Classification of Instructional Programs (CIP) Code



[PROPOSING CLU(S)]

[PROPOSING SCHOOL(S)]

[PROPOSING DEPARTMENT(S)]

[DATE]

The evolution of academic programs at Rutgers is critical to the university and the needs of students, faculty, and the citizens of the State of New Jersey.  The Office of University Academic Affairs supports this through a university-wide *Academic Program Approval Process* ensuring appropriate input, accountability, and decision-making at multiple levels to promote:

* Academic excellence;
* Optimal impact on the Rutgers’ community and broader statewide citizenry;
* Alignment with strategic academic priorities;
* Commitment to educational access, diversity, equity, and inclusion; and
* Effective and strategic use of university resources.

**Request Form to**

**Change Classification of Instructional Programs (CIP) Code**

A CIP Code change is a change made in the existing six-digit CIP code designation, provided no significant changes have been made to program requirements, content, or emphasis, and provided that the new CIP code replaces the current code to respond to changes in the field or to better reflect the intent of the program.

CIP Code change requests require initial approval from the requesting academic unit’s Faculty, Department Chair, Dean, and Chancellor. Following these approvals, CIP Code change requests must be reviewed by the Office of Academic Planning and approved by the Executive Vice President for Academic Affairs (EVPAA).

Units seeking a CIP Code change should provide complete responses to the items in **bold text** below and submit the information to the Office of Academic Planning (academicplanning@oq.rutgers.edu). Proposing units should delete the blue text upon entering responses. Please contact the Office of Academic Planning if you have any questions.

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| **Chancellor-Led Unit (CLU)**  | Enter the name of the sponsoring CLU(s) – Camden, Newark, New Brunswick, and/or Rutgers Biomedical and Health Sciences. |
| **School/College** | Enter the name of the sponsoring school(s) or college(s). |
| **Department** | Enter the name of the sponsoring department(s), if applicable. |
| **Program Title** | Enter the title of the program for which the CIP Code change is being requested. |
| **Degree Designation** | Enter the designation of the degree program, such as Bachelor of Arts or Doctor of Philosophy.  |
| **Current CIP Code** | Enter the current six-digit CIP Code for the degree program.  |
| **New CIP Code (Proposed)** | Enter the proposed six-digit CIP Code for the degree program.  |
| **Proposed Effective Term of Change**(e.g., Fall, 2025) | Enter the proposed semester and year in which the proposed change will become effective. |
| **Primary Contact (Name)** | Enter the name of the primary contact in the proposing unit responsible for coordinating requested change. |
| **Primary Contact (E-mail)** | Enter the e-mail address of the primary contact in the proposing unit responsible for coordinating requested change. |
| **Primary Contact (Telephone)** | Enter the telephone number of the primary contact in the proposing unit responsible for coordinating requested change. |
| **Date of Submission** | Enter the date you are submitting this request. |
| **Definition of current CIP code**(Please see the CIP user site at: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56>) |
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| **Definition of proposed CIP code** (Please see the CIP user site at: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56>) |
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| **Rationale for Change**Please describe how the degree program has evolved in a way that warrants a change to the CIP code including the extent of curricular revision (if any). |
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| **Please explain why the proposed new CIP code is a better fit than the current CIP code for this degree program.** |
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| **Please provide information on similar programs at Rutgers and peer institutions with a similar CIP Code to the one that is being proposed.** |
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If seeking a CIP Code change to one that satisfies the [STEM requirements of the Department of Homeland Security](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstudyinthestates.dhs.gov%2Fstem-opt-hub%2Fadditional-resources%2Feligible-cip-codes-for-the-stem-opt-extension&data=05%7C01%7Cg.rivera%40irap.rutgers.edu%7C718d99c39edf4aadb44f08dabb46b22c%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C638028209551226875%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2xYNrECAaGYThw2opdqKfP9Qfb9GlbQRpAB5oB7nNjE%3D&reserved=0) (i.e., the regulatory definition of “STEM field”), 50% or more of the required credits for the degree program must be STEM. In making this determination, please keep the following in mind:

* Program electives may be applied to the 50% threshold only if all choices are STEM so that there is no avenue for a student to complete the program without having taken at least 50% of their courses in STEM.
* For a course to be considered STEM, the majority of the course content must be STEM.
* Only one CIP code may be assigned to a program (CIP codes are not assigned to individual tracks, options, or concentrations).  Therefore, if the program is deemed ineligible for a STEM CIP, but a program track could be eligible, this track may be disaggregated to create a new standalone program with its own CIP code.  However, if this path is chosen, the unit must follow the process to develop a new degree program.

If seeking a CIP Code change to one that satisfies STEM requirements, please complete the table below or attach a table/worksheet with the information shown. The table should include all the required courses (see attached example) and indicate the associated element(s) of the proposed CIP code. If a course does not align with one of the elements of the proposed CIP code, enter N/A. As indicated above, in general, 50% or more of a program should be STEM-related, with a particular emphasis on a STEM-focused final project or capstone.

If the proposed CIP code is not STEM-eligible, write "not applicable."

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| Course # | Course Title | Number of credits | Course Description | Element of the program of study (from proposed STEM CIP code definition) |
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Total number of degree program credits:

Additional Notes:

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| **Please indicate whether this proposed change will require a Degree Nomenclature Change.** |
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| **Please indicate whether this proposed change will require a Degree Designation Change (e.g., B.A. to B.S.).** |
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**Signatures of Approval Date**

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Department Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean

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Chancellor or Provost

There may be cases where mitigating circumstances require additional or alternate approvals. For questions, contact academicplanning@oq.rutgers.edu.

**For Office Use Only:**

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| **Review by the Office of University Academic Affairs:** |
| Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approval/acceptance by EVPAA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OSHE notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Example:

Geography and Environmental Studies (30.4401).

A program that focuses on interactions between people and the natural and built environments. Includes instruction in climate science, sustainability, environmental science and policy, research methods, geographic information systems (GIS), human geography, physical geography, remote sensing, and public policy. This is a new CIP code created by NCES and added to its decennial 2020 update to the CIP. The NCES definition of this field of study describes instruction in the STEM disciplines such as research, innovation, or development of new technologies using biological science and computer science.

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| Course # | Course Title | Number of credits | Course Description | Element of the program of study (from proposed STEM CIP code definition) |
| 501 | INTRO NAT RES MGMT | 3 | *brief summary of course content* | environmental science and policy |
| 502 | RES MNGMT DCSN-MAKNG | 3 | *brief summary of course content* | environmental science and policy |
| 503 | ENVIRONMENTAL MNGMT | 3 | *brief summary of course content* | environmental science and policy |
| 503 | ADV PHYS GEOGRAPHY | 3 | *brief summary of course content* | physical geography |
| 504 | COASTAL GEOMORPHOLOG | 3 | *brief summary of course content* | physical geography |
| 505 | ADV PHYS GEOGRAPHY | 3 | *brief summary of course content* | physical geography |
| 505 | LAND USE SYSTEMS | 3 | *brief summary of course content* | remote sensing |
| 506 | PROB POLIT GEOGRAPHY | 3 | *brief summary of course content* | human geography |
| 507 | APPLIED GEOMORPHOLGY | 3 | *brief summary of course content* | physical geography |
| 507 | SPEC TOPICS IN GEOG | 3 | *brief summary of course content* | Various\* |
| 508 | ENVIRON & DEVELOPMNT | 3 | *brief summary of course content* | sustainability |
| etc. | etc. | etc. | etc. | etc. |
| etc. | etc. | etc. | etc. | etc. |
| etc. | etc. | etc. | etc. | etc. |
| etc. | etc. | etc. | etc. | etc. |

\*Various indicates a course that, depending on the instructor or the student (in the case of a directed study), applies to more than one of the STEM CIP areas listed.