<div align="center">

CIP Code Assignment and Change Policy

Elon University

</div>

CIP Codes (The Classification of Instructional Programs) are important to several processes including institutional reporting to external agencies such as the Federal Government and can have important implications for international students. The assignment of and any change to CIP Codes requires careful consideration. The assigned CIP Code must be as accurate as possible in reflecting the curriculum and learning outcomes because the institution may find it necessary to justify particular CIP Codes. NOTE: CIP Codes, which are set by the National Center for Education Statistics, do change with the most recent version (CIP 2020) and previous versions available here.

The following policy outlines how CIP Codes are assigned to new programs and establishes a process by which programs of study (undergraduate majors or graduate degree programs) may request changes to established CIP Codes.

<div align="center">

Assigning CIP Codes

</div>

CIP Codes are assigned based on matching the curriculum and learning outcomes to a CIP Code description.

Currently, Elon University assigns CIP Codes to "parent" degrees/majors. Separate CIP Codes are not assigned to tracks/concentrations within a parent degree.

For any new graduate degree or undergraduate major, the following process is used to assign an appropriate CIP Code:

1. The initial assignment (which may include several options) of a CIP Codes is made by the University Registrar in consultation with the appropriate Department Chair.
2. The University Registrar will request that the Department Chair/Program Director, appropriate Dean, Institutional Research and Assessment Office, Office of Financial Aid, and the Associate Provost for Curriculum and Assessment review the initial assignment to offer input, suggest alternate codes, and/or to provide feedback about the appropriate choice if options are provided. The group may review curriculum, course content, and program learning outcomes as needed to determine the appropriate CIP Code.
3. If consensus is not reached regarding the appropriate CIP Code following the consultation described above, the University Registrar will call a meeting of the individuals identified in item 4 to reach a determination. If a decision cannot be reached, the Associate Provost for Curriculum and Assessment will bring the information to the Provost/VPAA for a final decision.
4. Once a final determination is made, the University Registrar will notify the Department/Program Chair, Dean, Provost's Office, Office of Institutional Research and Assessment, Office of Financial Aid, Office of Admissions, and the Global Education Center.
5. The University Registrar will ensure that the CIP Code is entered into the Student Information System.
6. The Office of Institutional Research and Assessment will maintain a master list of CIP Codes for all university programs on its website as required by SACSCOC.

Request to Change a CIP Code

A request for changing a CIP Code should be based on identifying a mismatch between the program curriculum/learning outcomes and the description of the assigned CIP Code. Thus, changes are intended to improve the accuracy of the assigned CIP Code.

The following process applies to any program requesting a change to an existing CIP Code:

1. The department/program chair should meet with the University Registrar to understand the assigned CIP Code and to discuss concerns.
2. The department/program faculty must formally vote to change the CIP Code and submit the request to the Dean along with the following:
   a. The current CIP Code and its official description,
   b. The proposed CIP Code and its official description,
   c. A justification for how the proposed CIP Code better aligns with the curriculum, course content, and learning outcomes.
   d. Supporting documentation that may include curriculum, course content, and learning outcomes from programs at other institutions that use the proposed CIP Code.
3. Dean's review and decision.
   a. If the Dean supports the request - they will forward it to the University Registrar.
   b. If the Dean denies the request, they will provide the department information about the reason for the denial.
7. The University Registrar will share the supported request with the Institutional Research and Assessment Office, Office of Financial Aid, and the Associate Provost for Curriculum and Assessment for input. If consensus is not reached regarding the appropriate CIP Code following the consultation, the University Registrar will call a meeting of the Department Chair/Program Director, appropriate Dean, Institutional Research and Assessment Office, Office of Financial Aid, and the Associate Provost for Curriculum and Assessment to reach a determination. If a decision cannot be reached, the Associate Provost for Curriculum and Assessment will bring the information to the Provost/VPAA for a final decision.
8. Once a final determination is made, the University Registrar will notify the Department/Program Chair, Dean, Provost's Office, Office of Institutional Research and Assessment, Office of Financial Aid, Office of Admissions, and the Global Education Center.
9. The University Registrar will ensure that the CIP Code is entered into the Student Information System.
10. The Office of Institutional Research and Assessment will maintain a master list of CIP Codes for all university programs on its website as required by SACSCOC.
11. All changes that are approved will go into effect in June.