Request CIP Code Change

This process describes how a college may request a new Classification of Instructional Programs (CIP) Code. See below for more information about what decisions must be made before new CIP codes can be created, approved, and then applied.

# CIP Code **Change Form Submission Process**

* **College** Curriculum Committeereviews and votes to submit a [Request CIP Code Change](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=MHEXIi9k2UGSEXQjetVofauWH2rdIJJLrEYjZMsoDmtUMFBPREFFSUxRWFVKU1dCTTg1WFZWS0xPQy4u&Token=9e8b45ead855442eb8cdcfc7bb540a0f) form.
* **College** representative completes Request CIP Code Change form.
* **PRC reviews form**.
	+ If endorsed by the PRC, AACC notifies either the Vice Provost and Dean of Undergraduate Education or Vice Provost and Dean of the Graduate School and Professional Programs to review and approve or deny these requests.
* **AACC** **may be required to notify HLC; the Office of Financial Aid may also notify the US Department of Education.**
* **AACC notifies RO Degree Audit team, who creates Plan Code and updates SIS and the Office of International Students and Scholars that the new CIP Code has been approved.**
* **AACC notifies College.**

## Glossary

[AACC](https://aacc.msu.edu/) Responsible and coordinating office for HLC approval (Stacia Moroski-Rigney), lead for the Provost Review Committee (Stacia), and University Curriculum Administrator (Joy Davis)

[ED](https://www.ed.gov/) US Department of Education

[EPMO](https://evpa.msu.edu/about/epmo/what-we-do) Enterprise Project Management Office, Executive Vice President of Administration

[FS](https://acadgov.msu.edu/facultysenate) Faculty Senate

[HLC](https://www.hlcommission.org/institution/1346/) Higher Learning Commission, MSU's institutional accrediting agency

[OFA](https://finaid.msu.edu/) Office of Financial Aid

[OOI](https://research.msu.edu/acronyms/ooi) Institutional Research (Organization of Interest) application that is the system of record for all organizations and their org codes, and their placement in the hierarchy of Colleges/MAUs, or VP groupings

[OPM](https://ctli.lib.msu.edu/opm) Online Program Manager

PRC The new Provost Review Committee is a standing group of experts in their areas of budget, CIP Codes, International Education, Professional Licensure, Financial Aid, and others who review submitted applications to the UCC+ Processes Intake Form to prevent unfunded, duplicative, inaccurate, and/or non-compliant applications from reaching the UCC

[RBI](https://finance.msu.edu/financial-strategy) Revenue-based Initiative

[RO](https://reg.msu.edu/) Office of the Registrar

[SIS](https://student.msu.edu/splash.html) Student Information System

[TEC](https://education.msu.edu/te/) The Teacher Education Council reviews curriculum related to teacher certification

TPS Third Party Servicers

[UCGS](https://acadgov.msu.edu/UCGS) The University Committee on Graduate Studies has authority on grading policy for graduate and graduate-professional students. The committee reviews changes in graduate and professional academic programs and recommends approval or rejection to the University Committee on Curriculum.

[UCUE](https://acadgov.msu.edu/ucue) The University Committee on Undergraduate Education exercises the faculty’s delegated authority on all changes in undergraduate academic programs proposed by academic units and recommends their approval or rejection to the University Committee on Curriculum.