Request CIP Code Change

This document is designed to assist colleges in preparing to complete the [Request CIP Code Change](https://forms.office.com/r/29LnfsZHvR) form. Submissions must be made using the Microsoft form to be reviewed by the Office of Accreditation, Assessment, Curriculum, and Compliance.

# Basic Information

1. Your Name:

2. Your MSU Email:

3. College, Degree, and Plan needing CIP Code change:

4. Current CIP Code:

5. Definition of Current CIP Code:

6. New CIP Code Requested:

7. Definition of New CIP Code:

8. Rationale for Request: In less than 1000 words, address all the following:

* Describe how the program has changed in ways that warrant a change to the CIP code.
* Explain why the newly proposed CIP code is a better fit than the current CIP code for this program. (If you are seeking a change to a Science Technology Engineering and Mathematics (STEM)-friendly CIP code, please describe the percentage of the program and specific course titles that are STEM-related.
* If relevant and applicable, address how your requested change is in alignment with broader national trends in the field of study and program.\*

9. Indicate the name and approval of your department chair and when the approval was received (mm/dd/yyyy).

10. Indicate the name and approval of your dean and when the approval was received (mm/dd/yyyy).

11. The Office of International Students and Scholars (OISS) must identify students impacted by CIP code changes and update the Department of Homeland Security System. Have you informed OISS ([oiss@msu.edu](mailto:oiss@msu.edu)) of your intended CIP code change?

* Yes
* No