

If you are seeking to change a CIP (Classification of Instructional Programs) code for a program, please refer to the [Review Steps To Consider Before Submitting a Request](#). It is important that you review this website as some of the questions below will connect back to this page. ONE FORM PER CIP CODE REQUEST WILL BE ACCEPTED

Contact Information:

Name of Contact: _____ E-mail of Contact: _____

Contact Number: _____

Department: _____ College: _____

Name(s) of the program(s) for which the change is being requested:

Degree Code	Major/Plan	KSIS Plan Code	Level
B.P.H.	Public Health	BPH	Undergraduate

Is this Program/Plan an Interdisciplinary Program? YES NO

If yes, please confirm that all academic partners have been looped into and are supportive of this request. This may be done by adding attachments of the discussion or a statement added to the Rationale below indicating all academic partners are aware and in support of this request.

Desired Effective Term:

This request is not a guarantee as final approval dates and timing (depending on Request Type below) will ultimately determine the effective term. Please keep in mind that if enrollment reporting has begun to NSC, KBOR, etc.. for the requested term, the effective term will be moved to the next available term.

 Fall 20 Spring 20 Summer 20

Request Type:

 Request to change a Code from a non-STEM to STEM designated field

 Request to change a Code from a non-STEM to a different non-STEM field

 Request to submit request to DHS asking for CIP Code to be added to the [DHS STEM Designated Degree Program List](#)

CIP Code Search: <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56>

Current CIP Code: _____ CIP Title: _____

Proposed CIP Code: _____ CIP Title: _____

Do any other KBOR Institutions have the same proposed CIP assigned? YES NO

If yes, list the institutions below:

Rationale for desired change: { attached additional pages as necessary }

- How does the new code better match the curriculum of current program(s)?
- If nominating a CIP code for inclusion on DHS list include a description of how the field of study under this CIP code engages students in research, innovation or development of new technologies using engineering, mathematics, computer science or natural sciences (including physical, biological and agricultural sciences).
- If nominating a CIP code for removal on the DHS list include a description of how the field of study under this CIP code does not engage students in research, innovation or development of new technologies using engineering, mathematics, computer science or natural sciences (including physical, biological and agricultural sciences).

Department Head Review:

Department Head Name: _____
(printed)

Signature: _____ **Date:** _____

College Dean Review:

College Dean Name: _____
(printed)

Signature: _____ **Date:** _____

Graduate School Review: *only required if Graduate Level Curriculum is included in this request*

Graduate School Dean Name: _____
(printed)

Signature: _____ **Date:** _____

Internal Administrative Review:

_____ Support this request _____ Do not support this request _____ Have no opinion on this request

Explanation/Additional Comments:

Provost Approval:

_____ Approved _____ Denied _____ Other

Explanation/Additional Comments:

Provost and Executive Vice President: _____
(printed)

Signature: _____ **Date:** _____

Routing: INTERNAL USE ONLY

- _____ Office of the Registrar: _____ Coded/Updated in KSIS & Curriculog/Acalog
- _____ Office of Institutional Research and Assessment: _____ Coded/Updated in IRA Reporting
- _____ VP Institutional Effectiveness: _____ Notification sent to KBOR