**Texas Higher Education Coordinating Board**

**Existing Degree Program**

**CIP Code Change Request**

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| Directions: Complete this form to request a change to the Classification of Instructional Programs (CIP) code of an existing degree program. The degree program must already be on your institution’s program inventory.  *NOTE: This form requires the signature of the Provost or Chief Academic Officer.*  Submit the *Degree Program CIP Code Change Request* via the Online Submission Portal: <https://www1.thecb.state.tx.us/apps/proposals/>  Information: Contact the Division of Academic Quality and Workforce at 512/427-6200. |

**Administrative Information**

1. Institution:

2. Current Degree Program Title – *Show how the program appears on the Coordinating Board’s approval letter (e.g., Bachelor of Business Administration degree with a major in Accounting)*:

3. Current Degree Program CIP Code:

4. Contact Person: *Provide contact information for the person who can answer specific questions about the degree program.*

Name:

Title:

E-mail:

Phone:

Request for Change in CIP Code

Proposed Degree Program CIP Code:

Implementation Date (MM/DD/YYYY):

Reason for Change:

*Describe why this change would be beneficial to students and/or the degree program.*

List of Similar Programs at Texas Public Institutions:

*Provide the institution and program names for up to five examples of similar programs with the proposed CIP code.*

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| **Signature of Compliance**  I hereby certify that all of the above changes have been approved in accordance with the procedures required by my institution, system office, and Board of Regents, as applicable.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Provost/Chief Academic Officer Date |