

## Attachment 4

### **Classification of Instructional Programs (CIP) Code Change Request Form**

If you are seeking to change a CIP code for a program, initial guidance should be sought from the Office of Planning and Analysis ([pa@ksu.edu](mailto:pa@ksu.edu)). If you are seeking to change the CIP code for multiple programs within the same department that will share a single CIP code you may use one form. If the codes are for programs in different departments, complete a separate form for each department. Once the form is completed and signed by all appropriate individuals, personnel in the Office of the Provost and Senior Vice President will scan the form and distribute it electronically to the Office of Planning and Analysis and the Office of the Registrar ([registrar@ksu.edu](mailto:registrar@ksu.edu)) for implementation.

Once the code has been changed, personnel in the Office of Planning and Analysis will send a scanned copy of the completed form electronically to all those who signed the form.

<b>Department/Unit proposing change:</b>	
<b>College proposing change:</b>	
<b>Name(s) of the program(s) for which the change is being requested:</b>	
<b>Rationale for desired change:</b> <i>(How does the new code better match the curriculum of current program(s)?)</i>	
<b>Current CIP Code:</b>	<b>XX.XXXX</b>
<b>Proposed Current CIP Code:</b>	<b>XX.XXXX</b>

*Approval should be obtained in the sequence listed below:*

**Signatures of Approval**

**Date**

\_\_\_\_\_  
*Department Head*

\_\_\_\_\_  
*College Dean*

\_\_\_\_\_  
*Dean, Graduate School (if graduate curriculum)*

\_\_\_\_\_  
*Provost and Senior Vice President*

Change to CIP code processed on the following date: (to be completed by Planning & Analysis)