Texas Higher Education Coordinating Board

Existing Degree Program
CIP Code Change Request

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.

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