



Office of Academic Affairs

This document provides an overview of a commonly used term in higher education – CIP. The document describes what a CIP is and more importantly how it is used. The document will outline the use of CIP codes within KSU’s reporting data warehouse, and in federal and state reporting.

What are Classification of Instructional Programs Codes (CIP Codes)?

The Classification of Instructional Programs (CIP) is the taxonomic coding scheme used in higher education. CIP was originally developed in 1980 by the U.S. Department of Education’s National Center for Education Statistics (NCES). Revisions to the CIP taxonomy occurred in 1985, 1990, 2000, and 2010. The most recent version contains 37 two-digit groupings. CIP is the accepted federal standard for identifying instructional/academic programs. With a standard identification system, institutions can make comparisons to other institutions, such as information from national survey results (IPEDS – Integrated Postsecondary Education Data Systems; CUPAHR - College and University Professional Association for Human Resources), wages that graduates typically earn, enrollment by discipline, and degree completions. CIP codes can also be used to identify courses and for faculty credentialing.

Academic Program CIPs

All of KSU’s academic programs (degree/major programs, certificates, and minors) are assigned a CIP code using the most recent edition of the Classification of Instructional Programs (CIP) table.

The CIP code is a six-digit number (xx.xxxx) that identifies academic programs. The first two digits represent the most general grouping of related programs. When the next two digits are added onto the initial two digits, the resulting four digit code represents a more specific program within the general grouping. Finally, adding on the last two digits to give a full six digit code represents a very specific instructional field of study.

Table 1 is an example of how engineering programs are coded using the CIP taxonomy. In this example Engineering is the two-digit family, Computer Engineering is a four-digit program within Engineering, and Software Engineering is a six-digit code representing a discipline within Computer Engineering. It is important to identify the most appropriate CIP code so that reporting data based on CIP codes are represented correctly, internally and externally.

Table 1: Example of a CIP Code

2 digit grouping	14	Engineering
4 digit specialty	14.09	Computer Engineering
6 digit most granular	14.0903	Computer Software Engineering
8 digits- 2 digits are added by the USG System Office for USG Degree/Major Programs	14.090301 (as listed on the BOR- Degrees and Majors Authorized [DMA] list)	Computer Software Engineering

The 2010 edition lists 47 broad first two-digit CIP codes, and 37 of them are meant to encompass all

instructional programs offered by all institutions of higher education across the country and correspond to academic and occupational instructional programs offered for credit at the postsecondary level (see table 2).

Table 2: Two-Digit CIP Code Groupings

01 Agriculture, Agriculture Operations and Related Sciences	30 Multi/Interdisciplinary Studies
03 Natural Resources and Conservation	31 Parks, Recreation, Leisure and Fitness Studies
04 Architecture and Related Services	38 Philosophy and Religious Studies
05 Area, Ethnic, Cultural, Gender, and Group Studies	39 Theology and Religious Vocations
09 Communication, Journalism, and Related Programs	40 Physical Sciences
10 Communications Technologies/Technicians and Support Services	41 Science Technologies/Technicians
11 Computer and Information Sciences and Support Services	42 Psychology
12 Personal and Culinary Services	43 Homeland Security, Law Enforcement, Firefighting, and Related Protective Service
13 Education	44 Public Administration and Social Service Professions
14 Engineering	45 Social Sciences
15 Engineering Technologies and Engineering-related Fields	46 Construction Trades
16 Foreign Languages, Literatures, and Linguistics	47 Mechanic and Repair Technologies/Technicians
19 Family and Consumer Sciences/Human Sciences	48 Precision Production
22 Legal Professions and Studies	49 Transportation and Materials Moving
24 English Language and Literature/Letters	50 Visual and Performing Arts
25 Library Science	51 Health Professions and Related Programs
26 Biological and Biomedical Sciences	52 Business, Management, Marketing, and Related Support Services
27 Mathematics and Statistics	54 History
29 Military Technologies and Applied Sciences	

There are additional CIP codes (beyond the 37) that correspond to residency programs in various dental, medical, podiatric, and veterinary specialties that may lead to advanced professional certification; personal improvement and leisure programs; and instructional programs that lead to diplomas and certificates at the secondary level only. For example, CIP code 53 is for High School/Secondary Diplomas and Certificates.

The best resource for the full list of six-digit CIP codes is found on the National Center for Education Statistics (NCES) website: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

You can either browse a full listing of CIP codes (a numerical listing) or search CIP codes (type in search terms). Choose the option in the right menu of the NCES website.

CIP Codes for Degree/Major Reporting

All higher education institutions are required to report the number of degrees conferred each year to the U.S. Department of Higher Education. These data are reported by degree level (associate, baccalaureate, masters, doctorate, and doctor-professional practice). The data displayed in Table 3 shows the number of baccalaureate degrees conferred in 2015-16 for KSU and KSU's peer institutions for CIP code 14.0903. San Jose State University conferred 28 degrees, University of Texas at Arlington conferred 27, and KSU conferred 19.

Table 3: Baccalaureate Degrees Confirmed 2015-16 for CIP Code 14.0903 (Computer Software Engineering)

KSU	19
San Jose State University	28
University of Texas at Arlington	27

Course CIPs

Courses are assigned a 6 digit CIP code based on course content. In general, course CIPs should closely relate to the applicable program(s).

Faculty Credentials and CIP Codes

Faculty credentialing is also tied to CIP codes. Each KSU faculty member is assigned a six-digit teaching CIP code consistent with the faculty member's teaching discipline. The faculty member's teaching CIP code is matched with course CIP codes and the faculty member's earned graduate degree(s) CIP code(s) as evidence that the faculty member is qualified to teach the course(s) that he/she is teaching. Additional qualifications are required when the faculty member's teaching CIP code and/or earned graduate degree(s) CIP code(s) are not consistent with the course code.

Student Loans and CIP Codes

Academic program CIP codes must be assigned to ensure that the US Department of Education can track the following information for students who receive federal loans: grades each term, program length, and program completion by students.

Who Assigns CIP Codes

Academic Programs and Courses

Academic program and course CIP codes are assigned by a team with representatives from the Curriculum Office, Registrar's Office, and the Financial Aid Office, and this team is chaired by the Assistant Manager of Curriculum Systems in the Office of the Provost.

When a KSU college/department wishes to create a new academic program or course in Curriculog, the Assistant Manager of Curriculum Systems assigns the correct six-digit CIP code to the proposal before it is launched. When a new degree/major program proposal is sent to the BOR for review and approval, the BOR adds two additional digits for an eight-digit CIP code and all eight-digit codes can be found on the BOR DMA List for KSU.

https://apps.usg.edu/ords/f?p=118:9:11567816013739::NO::P9_INSTITUTION_LKP,P9_INSTITUTION_NAME:001577,Kennesaw%20State%20University

The Registrar's office ensures that each degree and/or major on a student's record has the correct associated CIP code.

Faculty Credentialing

When an academic department has completed a search, Faculty Affairs receives new faculty hiring documentation which includes a position advertisement, a candidate application, hiring proposal, and, at a minimum, a curriculum vitae and unofficial transcripts for all graduate degrees conferred. Official transcripts for all graduate degrees conferred are due upon hire, including an official translation and/or evaluation for international degrees. Faculty Affairs will review the job description and discipline for which the person is being assigned. This is assessed in relation to the degree major(s) and coursework completed on the faculty member's transcripts. If there is no discrepancy the hiring moves forward. When additional description is required to identify why the individual is believed to be qualified to teach in the prescribed discipline/courses, the hiring unit sends the information to Faculty Affairs in writing for review by the Provost. Faculty titles (e.g., Professor of Electrical Engineering, Assistant Professor of Music) will be based on the CIP code of the faculty member's academic home department/program.

Storing of CIP Codes

Academic program, course, and faculty credentialing CIP codes are stored in KSU's information systems: Banner, Curriculog, and FIS.

Help with CIP Codes

If you need help with a CIP code, contact:

Academic Programs or Courses: Amy Jones, Assistant Manager of Curriculum Systems (470-578-4951; ajone545@kennesaw.edu)

Faculty Credentials: Lynn Lamanac, Director of Faculty and Academic Services (470-578-4416; llamanac@kennesaw.edu)

06Feb17