**University of Tennessee, Knoxville**

Academic CIP Code Procedure

*Effective February 2023*

Federal Classification of Instructional Programs (CIP) codes are used to identify the content and curriculum in academic programs. At the time that a program is proposed, a CIP code that most closely aligns with the curriculum is selected by the proposing department.

If a program’s curriculum is modified to the extent that the original CIP code is no longer the best match for the program, if there is an update to the list of available CIP codes that includes a more appropriate CIP code, or if a department is reevaluating a program’s CIP code and determines there is a code that is more closely aligned with the curriculum, the department may submit a request to change the code. (Note: If seeking a STEM code, [check the list used by the US Department of Homeland Security found here](mailto:https://ie.utk.edu/substantive-changes/cip-codes-for-ut-academic-programs/)).

The request to change a program’s CIP code must follow the process described below. Each request (i.e., each program) must be submitted using the THEC Academic Program Modification Proposal template (below). All CIP code changes must be approved by the institution and by the Tennessee Higher Education Commission (THEC).

Following the prescribed steps will ensure that the codes in Banner that are used for reporting purposes and the institution’s official listing of CIP codes, which is shared with institutional accreditor Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), are current.

**To request a CIP code change for a program:**

1. An academic department chair will submit a completed proposal (see below) to the college dean for review, with the appropriate associate dean copied.
2. One proposal will be completed for each individual academic program (e.g., Certificate, BS, MS, etc.).
3. The college dean will forward the proposal, with endorsement, via email to Institutional Effectiveness (IE) at [IEDept@utk.edu](mailto:IEDept@utk.edu), with the department chair and associate dean copied.
4. IE will forward the proposal to the Vice Provost for Academic Affairs (VPAA) and the Dean of the Graduate School (Dean) for review.
5. The VPAA and Dean will review the proposal and notify IE whether it should be forwarded to the Office of the Provost or requires revision. If the proposal should be forwarded to the Office of the Provost, IE will send it, and any comments from the VPAA and Dean, to the Office of the Provost for consideration; and, if not, the proposal will be sent back to the requesting department for revision and resubmission. A revised proposal will be submitted to IE to begin the process anew.
6. The Provost will approve or deny each proposal. Approved proposals will be sent to IE with the Provost’s signature. Denied proposals will be sent to IE with an explanation; IE will forward any denied proposal to the college dean.
7. IE will send an approved proposal to the UT System THEC Liaison.
8. The THEC Liaison will submit the proposal to THEC for approval.
9. THEC will notify the THEC Liaison of each request’s approval or rejection.
10. The THEC Liaison will inform IE of the THEC outcome.
11. IE will send the THEC outcome to:
    * 1. the requesting department,
      2. Vice Provost for Academic Affairs,
      3. Dean of the Graduate School,
      4. Registrar’s Office (updates undergraduate program codes in Banner),
      5. the Graduate School (updates graduate program codes in Banner),
      6. Institutional Research and Strategic Analysis (IRSA), for reporting purposes, and
      7. the Office of Information Technology (OIT), specifically [OIT\_SIS\_APPS@utk.edu](mailto:OIT_SIS_APPS@utk.edu) and [OIT\_Data\_Services@utk.edu](mailto:OIT_Data_Services@utk.edu).
12. IE will update the institution’s official CIP Code List (found online at ie.utk.edu under Academic Program Review).

See the dates linked below to help guide your submission timeline:

[Information on semiannual UT Board of Trustees meetings](https://trustees.tennessee.edu/upcoming/)

[Information on quarterly THEC meetings](https://www.tn.gov/thec/about-thec-tsac/commission-members0/commission-meetings.html)

Also, note these submission deadlines:

* Internal approvals will be completed within **one month** of submission.
* Items requested to appear on the UT Board of Trustees meeting agenda must be received by AA&SS in complete draft form at least **2 months prior** (to the day) of the upcoming BOT meeting. These meetings are held in October and June.
* The UT System Office of AA&SS must receive all complete and final versions of BOT materials no later than **5 weeks before** the upcoming BOT meeting.

**Academic Program Modification Proposal**

Title and Degree of New Program Here

APM Request Type: Changing the Program’s Assigned CIP Code

Submitted by

Department Name

College, School, or Division Name

University of Tennessee, Knoxville

Logo, company name

Description automatically generated

Updated Date

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# Cover Letter from Chief Academic Officer

# Program Liaison Names and Contact Information

Academic Program Liaison: Karen Etzkorn

Director of Academic Affairs, UT System

Email: [etzkorn@tennessee.edu](mailto:etzkorn@tennessee.edu)

Phone: 865-974-2104

505 Summer Place / UT Tower 1268-B

Knoxville, TN 37902

Departmental Contact:

# Current and Proposed Program Information

**Summary of Proposed Change:**

Table 1: *Overview of Proposed Change*

|  |  |  |
| --- | --- | --- |
| **Before Proposed Change** | | |
| *Degree Type, Name, and Concentrations* | *Degree* | *Federal CIP* |
|  |  |  |
| **After Proposed Change** | | |
| *Degree Type, Name, and Concentrations* | *Degree* | *Federal CIP* |
|  |  |  |
|  |  |  |

**Key Dates:**

Proposed Implementation Date of Proposed Program: Semester/Year

Proposed Termination Date of Current Concentration Semester/Year

**Anticipated Delivery Site:**

**Approved Off-Campus Site(s):**

**Delivery Mode:**

# Background on Proposed Academic Program Modification

# Justification/ Rationale for the Proposed Change

# Potential Impact on Existing Programs

***Impact on the Modified Program***

***Impact on Other or Similar Programs***

# Teach-Out Plan for Current Students

# Similar Programs Offered at Public and Private TN Institutions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 4*: Overview of Existing Programs in the State* | | | | |
| Institution Name | Program Title and Degree Designation | CIP Code | Description/ Focus of Program | Miles from UT Campus |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Curriculum Comparison

|  |
| --- |
| Table 5: *Crosswalk of Changes* |

**Existing Degree/Concentration** **Proposed Degree Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prerequisites (X Hours)** | |  | **Prerequisites (X Hours)** | |
| *Course No. and Title* | *Hours* | *Course No. and Title* | *Hours* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Total Hours* |  | *Total Hours* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Core/Foundations (X Hours)** | |  | **Core/Foundations (X Hours)** | |
| *Course No. and Title* | *Hours* | *Course No. and Title* | *Hours* |
|  |  |  |  |
|  |  |  |  |
| *Total Hours* |  | *Total Hours* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Electives (X Hours)** | |  | **Electives (X Hours)** | |
| *Course No. and Title* | *Hours* | *Course No. and Title* | *Hours* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Total Hours* |  | *Total Hours* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  |  | |
|  | *Hours* |  |  | *Hours* |
|  |  |  |  |  |
|  |  |  |  |  |
|  | |  |  | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | |  |  | |
|  |  |  |  |  |
| **TOTAL HOURS** | 90 |  | **TOTAL HOURS** | 90 |

# New Courses Needed

# Accreditation

# THEC Financial Projection Form and Associated Narrative

# 

# Appendix A – Letters of Support

# Appendix B – Supplemental Information

# Appendix C – Supplemental Program Information