CIP Code Selection and Review Process

A Classification of Instructional Programs code, or CIP code is a six-digit code in the form of xx.xxxx that identifies instructional program disciplines. It provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity used for tracking fields of study and program completion for institutional, state, and federal reporting purposes. For this reason, it is important to select the CIP code that most closely identifies the content of your program.

CIP Code Identification

It is most important to identify the CIP code that is the best match for the subject area(s) being proposed. For this reason, it is important to identify the CIP code that most closely 'defines' the content of a program following these general guidelines. Classification of Instructional Programs (CIP) website

1. When deciding whether to use a CIP code already assigned to a UW-W program or not, consider:
    1. Whether two or more programs should be grouped for purposes enrollment tracking or not.
    2. Whether overlapping use of a single CIP code might create the appearance of duplication of programs.
2. When proposing an academic program with the same name or content as that offered at another UW Institution, consult with Institutional Research, Assessment, and Planning about whether the programs should be assigned the same CIP code.

CIP Code Consultation, Selection, and Review

It is important to select the CIP code that most closely identifies primary content of the program; this means:

1. Consultation with UWSA Office of Policy Analysis and Research and UW-W Institutional Research, Assessment, and Planning, to know whether a CIP code is already in use at UW-Whitewater, and the implications of its multiple use.
2. Consultation with impacted departments as multiple programs' use of a single CIP code can complicate questions of academic accountability.

For Majors:

As part of the approval process for new majors, programs propose a CIP code which is then sent to UW System for approval.

For Minors and Certificates:

After minors and certificates are approved, IRAP will reach out to the department with a suggested CIP code. The department can either approve or identify their own CIP code based on the information above. Unlike for majors, CIP codes for minors and certificates do not need UW System approval. Once a CIP code is determined, IRAP will notify the Registrar's office.

Request to Change an Existing CIP Code

If programs determine that an existing CIP code for a ***minor or certificate*** is no longer appropriate, IRAP can assist you in changing the code. CIP codes for minors and certificates do not need UW System approval. Once a new CIP code is determined, IRAP will notify the Registrar's office.

Please consult with the Provost's office regarding any requested CIP code changes for ***majors*** to ensure that UW System Administrative Policy 102 is followed appropriately.