



## ACADEMIC AFFAIRS GUIDELINES

<b>Section 2:</b>	Academic Programs and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Assignment of CIP Codes	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
2.3.2.1.E		09/2020
<b>Reference:</b>	<a href="#">NCES and IPEDS Classification of Instructional Programs</a>	
<b>Related Form(s):</b>		

**1. Overview:** The Classification of Instructional Programs (CIP) is a taxonomy of instructional program classifications and descriptions. The U.S. Department of Education's National Center for Education Statistics (NCES) developed the system in 1980 and updated it in 1990 and 2000. In the South Dakota Regental System, CIP codes are assigned to academic majors, courses, and faculty, and are referred to within certain Board policies and Academic Affairs Council (AAC) guidelines. A variety of federal and Board reports require the use of CIP codes.

### 2. Majors

- 2.1. All approved majors will receive a six-digit CIP code.
- 2.2. The institution(s) will recommend the specific CIP code assigned to a major. The assignment of a CIP code requires AAC approval.
- 2.3. The description of the major as published in the catalog for the basis for the selection and assignment of a major's CIP code.
- 2.4. Institutions must review and update CIP codes assigned to majors prior to March 2003 for compliance with the CIP 2000 taxonomy.
- 2.5. Institutions must justify the assignment of CIP codes ending with –99 to majors.
- 2.6. Cooperative/collaborative majors will use the same CIP code.
- 2.7. Once adopted, a major's CIP code will not change unless specifically requested within a program modification request or NCES revises the CIP taxonomy. Program modification requests must provide details on the specific program content change that justifies a change in CIP code.
- 2.8. In cases where a change to a major's CIP code is required to correct an error or an oversight, a recommendation can be made by the institution and approved by the Executive Director and/or the System CAO with notice to the members of AAC.

### 3. Courses

- 3.1. All approved courses will receive a six-digit CIP code.

- 3.2. The institution(s) will recommend the specific CIP code assigned to a course. The assignment of a CIP code requires AAC approval.
- 3.3. The course description as published in the catalog (unique courses) and student information system (common courses) is the basis for the selection and assignment of a course's CIP code.
- 3.4. DO NOT assign course CIP codes based on the prefix, department, school/college, discipline of the instructor's degree, history and evolution of the field, major(s) for which it is taught, etc.
- 3.5. The CIP code assigned to the course will be used for all sections of that course, including honors sections.
- 3.6. Common courses will have the same CIP code on each campus.
- 3.7. Cross-listed courses will have the same CIP code.
- 3.8. Dual level courses will have the same CIP code.
- 3.9. Assign discipline CIP codes for "computer applications in [discipline]" courses.
- 3.10. Assign a technology and trade series CIP code (10, 15, 47, 48 series) for technology and trade courses when the course description does not indicate that the course provides instruction in teaching methods.
- 3.11. Assign human relations courses designed to satisfy the DECA certification requirement a series 13 CIP code.
- 3.12. Assign discipline CIP codes to content courses specifically for teachers.
- 3.13. Assign a series 13 CIP code to teacher education methods courses.
- 3.14. Assign a series 13 CIP code to combination methods/content courses.
- 3.15. Assign CIP code 13.0501 (educational/instructional media design) to computer and technology courses that focus on the principles and techniques of creating instructional products and related educational resources in various formats. This also includes those courses that provide instruction in the techniques specific to creating in various media; the behavioral principles applicable to using various media in learning and teaching; the design, testing and production of instructional materials; and the management of educational/instructional media facilities and programs.
- 3.16. Physical Education [teaching] methods courses receive the 13.1314 code.
- 3.17. Coaching courses receive the 13.1314 code.
- 3.18. Physical Education activity courses receive the 36.0108 code.
- 3.19. Assign science CIP codes for generic science courses regardless of the target audience of the students.
- 3.20. American Indian/Native American language, literature and linguistics courses receive the 16.1001 code.
- 3.21. Assignment of CIP codes ending with -99 should be limited and require justification.

- 3.22. Once adopted, a course's CIP code will not change unless specifically requested within a course modification request or NCES revises the CIP taxonomy. Course modification requests must provide details on the specific course content change that justifies a change in CIP code.
- 3.23. In cases where a change to a course's CIP code is required to correct an error or an oversight, a recommendation can be made by the campus and approved by the Executive Director and/or the System CAO with notice to the members of AAC.

**SOURCE:**

AAC September 2006; October 2016 (Clerical); October 2018 (Clerical). AAC September 2020.