

## **MODIFY AN EXISTING PROGRAM**

### **Change the Title and/or CIP Code of a Degree Program or Subprogram**

#### **PURPOSE**

As described in CSU coded memo [ASA 2017-02](#), CSU degree program titles, their associated CSU code and paired Classification of Instructional Programs (CIP) code are essential descriptors of a program's course of study and content. The CIP code system is the federal standard of instructional program classification and facilitates the collection of data on fields of study, enrollment, and program completions that must be reported to the U.S. Department of Education National Center for Education Statistics (NCES) and recorded in NCES' Integrated Postsecondary Education Data System (IPEDS). Each approved degree program in the CSU is assigned a CSU degree program code, which is paired with the appropriate CIP code. Ultimately, the CIP designation defines the major curriculum required to complete the degree. Additional discipline-specific required curriculum may be achieved through a subprogram (typically referred to as an option, concentration, or emphasis) with a required core that shares more than half of its units with the parent degree program (see [CSU Policy 1071](#)).

Thus, to ensure accurate reporting of each degree program, and because degree program (and subprogram) titles and reporting codes are intricately linked, any change to these descriptors requires the review and approval from the CSU Chancellor's Office. More information/guidance on how to determine the appropriate CIP code for the program/curriculum can be found in [IPEDS CIP FAQ 2020](#). Campuses may use a campus-specific title that differs slightly from yet is reasonably similar to the CIP designation. CSU degree codes remain identical across the CSU system and are recorded in the CSU [Degrees Database](#) (Ddb). The Ddb has fields for the official "generic" CSU program title and a campus-specific title.

#### **PROCEDURES**

To propose a change to a degree or subprogram title or to a CSU degree or CIP code, submit the following required information to Academic Programs at [degrees@calstate.edu](mailto:degrees@calstate.edu):

- Evidence of campus approval of the new title or code;
- Anticipated term of implementation;
- Rationale for the proposed change (Note: there is no prescribed format for the title-change rationale, but the proposal may address, e.g., disciplinary convention, recruitment issues, employer concerns, or titles used at other CSU campuses or at public or private institutions across the country);
- Program description and degree roadmap
  - For bachelor's degree programs: both 4-year and 2-year transfer major and subprogram roadmaps, which includes GE/breadth requirements;
  - For Master's degree programs: a roadmap showing the suggested coursework and capstone experience(s) that students should complete each term.

#### **CSU DEGREE AND SUBPROGRAM TITLES AND DEGREE CODES**

The APIFD [program modification](#) website includes a link to the official list of [approved systemwide degree titles](#) and their assigned CSU degree and CIP codes.