

**Guidelines for the Assignment of CIP Codes
Academic Majors and Courses
CIP 2000 Conversion**

Overview

The Classification of Instructional Programs (CIP) is a taxonomy of instructional program classifications and descriptions. It was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, and has been revised and updated in 1990 and 2000. In the South Dakota Board of Regents System for Public Higher Education, CIP codes are assigned to academic majors, courses, and faculty, and are referred to within certain Board policies. CIP codes are used in the production of a variety of federal and Board reports.

Majors

1. Every entry in the majors table will be assigned a six-digit CIP code.
2. The specific CIP code assigned to a major will be recommended by the campus and approved by the Academic Affairs Council.
3. The selection and assignment of a major's CIP code will be based on the description of the major as published in the catalog.
4. Majors that have been assigned CIP codes before March 2003 must be reviewed and updated in accordance with the CIP 2000 taxonomy.
5. Assignment of CIP codes ending with -99 to majors must be justified.
6. Cooperative/collaborative majors will use the same CIP code.
7. Once adopted, a major's CIP code will not be changed 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.
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 campus and approved by the Executive Director and/or the System CAO with notice to the members of Academic Affairs Council.

Courses

1. Every course will be assigned a six-digit CIP code.
2. The specific CIP code assigned to a course will be recommended by the campus and approved by the Academic Affairs Council.
3. The selection and assignment of a course CIP will be based on the content of the course as described by the course description as published in the catalog (unique courses) and Colleague (common courses).

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.
5. The CIP code assigned to the course will be used for all sections of that course, including honors sections.
6. Common courses will have the same CIP code on each campus.
7. Cross-listed courses will be assigned the same CIP code.
8. Dual level courses will be assigned the same CIP code.
9. Assign discipline CIP codes for "computer applications in [discipline]" courses.
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.
11. Assign human relations courses designed to satisfy the DECA certification requirement a series 13 CIP code.
12. Assign discipline CIP codes to content courses specifically for teachers.
13. Assign a series 13 CIP code to teacher education methods courses.
14. Assign a series 13 CIP code to combination methods/content courses.
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.
16. PE [teaching] methods courses should be assigned a 13.1314 code.
17. Coaching courses should be assigned a 13.1314 code.
18. PE activity courses should be assigned a 36.0108 code.
19. Assign science CIP codes for generic science courses regardless of the students for whom the course is intended.
20. American Indian/Native American language, literature and linguistics courses will be assigned the 16.1001 code.
21. Assignment of CIP codes ending with -99 should be limited and must be justified.
22. Once adopted, a course's CIP code will not be changed 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.
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 Academic Affairs Council.