**REQUEST TO CHANGE CIP CODE at Western Kentucky University
[Insert College Name]
[Insert Department Name]
Program Revision**

**Date:** [Insert today’s date]

**Contact Person:** [Insert Name, email, phone number, and title]

1. **Identification of Proposed Change:**

[Insert information related to your change. Use the sample document as an example. ]

The table below provides the description of these CIP codes from the National Center for Educational Statistics. (Use <https://nces.ed.gov/ipeds/cipcode/wizard/default.aspx?y=56> to make sure your proposed CIP code is an option for WKU.)

|  |  |  |
| --- | --- | --- |
| **CIP Code** | **CIP Code Title** | **CIP Description** |
| **Current**[Insert current CIP code] |  |  |
| **Proposed**[Insert proposed CIP Code] |  |  |

1. **Rationale:**
	1. [Follow this numbering system to list items that serve as a rationale for this change.]
	2. [Insert additional rationale.]
2. **Impact:**

[Insert an impact statement.]

1. [Insert departmental information and the courses associated with the program. Show how the program was changed to conform to the new CIP designation. If changes have not occurred, you can use the current pages from the graduate or undergraduate catalog that describe the program.]
2. Upload this document to your Program Revision Proposal in Courseleaf and begin the regular approval workflow process for curriculum changes.
3. Notify Beth Laves in Program Development/Office of the Provost that you are planning this change.