# CSULB –CIP Code Change

**Academic Programs Office**

**Please compose a memo with the following information.**

* Title of the Degree and Requested New CIP Code (include options as applicable)
* Anticipated Term for change
* Please provide the rationale for the proposed CIP code change.
* Mission of the Academic Unit:
	+ How does the proposed CIP code change better fit the mission of the academic unit?
	+ Does the change reflect a change in the unit’s mission?
	+ Are you requesting a CSULB Academic Plan code change as well?
	+ Will the new CIP code impact students currently enrolled in the program?
	+ What is the teach-out plan for current students?
* Curricular Implications:
	+ Does the CIP code reflect past changes in the curriculum?
	+ Does it reflect plans for future curriculum changes and will curricular changes accompany the CIP code change?
		- If so, please summarize planned changes.
* Comparisons:
	+ What CIP Codes are used for comparable programs in other Universities in the CSU System and nationwide?