# 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?