

**New Mexico Council of Graduate Deans
Existing Graduate Degree Program
CIP Code Change Request**

Directions: Complete this form to request a change to the Classification of Instructional Programs (CIP) code of an existing graduate degree program. The degree program must already be on your institution's program inventory.

NOTE: This form requires the signature of the Graduate Dean and the Chief Academic Officer.

Submit the *Degree Program CIP Code Change Request* to the President of the New Mexico Council of Graduate Deans (NMCGD), currently Ian Williamson, at iwilliamson@nmhu.edu. While the NMCGD does not approve or disapprove CIP code changes, we make recommendation to the New Mexico Higher Education Department who makes the final decision.

Administrative Information

1. Institution:
2. Current Degree Program Title:
3. Current Degree Program CIP Code:
4. Proposed Degree Program CIP Code:
5. Planned Implementation Date:
6. Contact Person: *Provide contact information for the person who can answer specific questions about the degree program.*

Name:

Title:

E-mail:

Phone:

Reason for Change:

Describe why this change would be appropriate or beneficial to students, the university, or the degree program. Please include all relevant considerations for the change.

List of course numbers and courses under Proposed CIP Code:

Signature of Compliance

I hereby certify that all of the above changes have been approved in accordance with the procedures required by my institution, as applicable.

Graduate Dean

Date

Provost/Chief Academic Officer

Date