**Request to Change CIP Code from Non-STEM to STEM**

Please consult the *Performance-Weighted Enrollment Change Funding Model User Manual (Chapter 5: Instructional Areas and Levels)* to determine STEM CIP codes for PREP-API. The document is provided on the [Academic Programs](https://www.northcarolina.edu/academic-programs/) webpage.

The Funding Model groups instruction into 37 instructional areas based on the relative cost of instruction at the discipline level. The disciplines (represented as classification of instructional programs or CIP codes developed by the U.S. Department of Education) offered by UNC System institutions are differentiated as ‘STEM’ and ‘non-STEM’ fields which aligns with the priorities of the UNC System Strategic Plan.

The Funding Model designation of STEM differs slightly from that of the Department of Education and the Department of Homeland Security**. The Funding Model determines STEM using the two-digit CIP level rather than the full six-digit CIP code.**

Please email uncprep@northcarolina.edu if you have questions regarding whether the desired CIP code is a STEM CIP code, or if you need assistance ascertaining if you should complete this form.

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Program Title (e.g., M.A. in Biology) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Program Abbreviation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current CIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested CIP Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two-Digit CIP Level\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Please consult the *Performance-Weighted Enrollment Change Funding Model User Manual (Chapter 5: Instructional Areas and Levels)* to look up the two-digit CIP level (CIP levels for nursing and aviation might be greater than two digits). The document is provided on the [Academic Programs](https://www.northcarolina.edu/academic-programs/) webpage.

Is the program a joint degree program (Yes or No)? If so, list the joint partner institution.

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Is this program offered by an outside provider such as an Online Program Manager (OPM) or Project Kitty Hawk (PKH)? If yes, list the provider.

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1. Provide the [definition](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) for the current CIP code.
2. Provide the [definition](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) for the requested CIP code.
3. Provide a justification for changing the CIP code from a non-STEM to STEM designation.
4. Provide a detailed explanation of program curriculum and STEM content.
	1. Include a table summarizing STEM content in program core and elective courses.
		1. Table format included below. Please add rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Core** | **Credits** | **Non-STEM/STEM** | **STEM Content** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Electives** | **Credits** | **Non-STEM/STEM** | **STEM Content** |
|  |  |  |  |
|  |  |  |  |

1. What percentage of credit hours earned in the required core curriculum cover topics within the definition of the requested CIP code?
2. What percentage of electives cover STEM related content?
3. List similar programs and their STEM designation in the UNC System and nationwide.
	1. Table format included below. Please add rows as needed.

|  |  |
| --- | --- |
| **Institution**  | **STEM Designation** |
|  |  |
|  |  |

1. Course-level STEM mapping of program.
	* 1. Include a table listing each course with the following items:
			1. Current course CIP code
			2. Requested course CIP code
			3. Course number
			4. Course title
			5. Credits
			6. STEM content / non-STEM content
			7. If STEM, provide a brief explanation of the STEM content
		2. Table format included below. Please add rows as needed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Course CIP Code** | **Requested Course CIP Code** | **Course Number** | **Course** **Title** | **Credits** | **STEM/Non-STEM**  | **Stem Content** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. The UNC System Office requires the approval of the provost and chief financial officer for requests to change CIP codes from non-STEM to STEM.

|  |  |  |
| --- | --- | --- |
| **Position Title** | **Signature** | **Date** |
| Provost |  |  |
| Chief Financial Officer |  |  |

***(Only complete below for partner institution if this is a joint degree program)***

|  |  |  |
| --- | --- | --- |
| **Position Title** | **Signature** | **Date** |
| Provost |  |  |
| Chief Financial Officer |  |  |