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Title Slide: Classification of Instructional Programs (or CIP) 2020

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This module provides users with information on the 2020 Classification of Instructional Programs (or CIP). Additionally, the module includes an introduction to the CIP along with information on the organization of the CIP. It also provides information on how the CIP codes are used for IPEDS reporting. In addition, there are tutorial slides on how to navigate the CIP website and information on using the CIP wizard. The module concludes with a wealth of CIP resources to help users.

Throughout this module, underlined blue screen text indicates a link to additional resources.

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The CIP is the accepted federal government standard on instructional Aprogram classifications and it is used in a variety of education information surveys and databases. The CIP provides a taxonomic coding scheme that supports the accurate tracking and reporting of fields of study and program completions activity. The CIP was originally developed by the U.S. Department of Education, National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010, and now with the CIP 2020.

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Since its inception, the CIP has been used by NCES in IPEDS and its predecessor, the Higher Education General Information Survey (HEGIS), to code degree and certificate completions. The CIP is also used by other Department of Education offices, such as the Office for Civil Rights (OCR), the Office of Career, Technical and Adult Education (OCTAE), and the Office of Special Education (OSE), and serves as the standard on instructional programs for other federal agencies, including the National Science Foundation (NSF), the Department of Commerce (Bureau of the Census), the Department of Labor (Bureau of Labor Statistics, or BLS), Department of Homeland Security (DHS), and others.

The CIP is also used by state agencies, national associations, academic institutions, and employment counseling services for collecting, reporting, and analyzing instructional program data.

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The CIP titles and program descriptions are intended to be general categories into which program completions data can be placed, not exact duplicates of specific majors or fields of studies. The CIP codes are standard statistical coding tools that reflect current practice and are not a prescriptive list of officially recognized or permitted programs. As such, the CIP is not intended to be a regulatory device. The CIP codes, for the most part, are not intended to correspond exclusively to any specific degree or

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program level. In most cases, any given instructional program may be offered at various levels, and the CIP codes are intended to capture all such data. Most CIP titles correspond to academic and occupational instructional programs offered for credit at the postsecondary level. These programs result in recognized completion points and awards, including degrees, certificates, and other formal awards.

The CIP is organized on three levels:

- 1) two-digit series (or codes),
- 2) four-digit series, and
- 3) six-digit series.

Two-digit series represent an academic discipline. Four-digit series are nested under two-digit CIP codes and represent sub-disciplines. Finally, six-digit CIP codes are nested under four-digit CIP codes and represent specific fields of study which are used in the IPEDS Completion Survey. The standard format for the two-digit series consists of a two-digit number followed by a period (##.). Codes and program titles at this level appear in bold type and in capital letters. In this example, 01 is the 2-digit series for Agricultural/Animal/Plant/Veterinary Science and Related Fields.

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When you click the plus icon on a two-digit series, the corresponding four-digit series will appear. The numbering sequence for the four-digit series consists of a two-digit series code followed by a period and a second set of two digits. Program descriptions are not provided at the four-digit series level; instead, the user is informed of the range of code numbers where the instructional content for the series is contained. In this example, the definition section for the CIP code 01.01 Agricultural Business and Management states “Instructional content for this group of programs is defined in codes 01.0101 - 01.0199”.

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When you click the plus icon on a four-digit series code, the specific six-digit codes appear. Six-digit codes are the most detailed program classification within the CIP. Each six-digit program appears with a description that generally identifies the objectives and content of the instructional programs. For instance, using this example, 01.09 is the four-digit series for Animal Sciences. When series 01.09 is expanded, we see all the six-digit codes nested under it, which include: 01.0901 for Animal Sciences, General; 01.0902 for Agricultural Animal Breeding, 01.0903 for Animal Health, and so forth. When you click on a six-digit CIP code, you are taken to the detail page for that code.

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The CIP detail page shows information for a particular CIP code. It also contains all the available information about any one CIP code. There are six major components: a number, a title, a definition, CIP code action, crosswalk, and illustrative examples (when available). The basic unit of analyses is the CIP number, and in this example, it is 04.0601. The title provides the name of the academic program. In this example, the title

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is Landscape Architecture. Next there is a definition of the program. The program definition provides information about the program of study and includes a list of courses commonly included for the program of study. The definition section may also include cross references to related CIP codes and programs. In this example, Landscape Architecture is cross referenced with 01.0605 Landscaping and Groundskeeping and 03.0206 Land Use Planning and Management/Development.

The CIP code action field describes substantive changes between versions of the CIP. Use the action legend to help you understand what the symbols mean. New codes are indicated by the “star” icon. Deleted codes are indicated by the “x” icon. Codes deleted from the previous version are shown for reference. The “Moved To” CIP codes have the new code numbers and are indicated by a right arrow icon while the “Moved From” CIP codes have the old code numbers and are indicated by a left arrow icon.. Unchanged CIP codes are represented by a circular symbol with a diagonal line through it.

Codes in which there has only been a minor change in the title or description are indicated by the “check mark” under the CIP action column.

A crosswalk is provided to show changes from the previous version and the current version of the CIP. If applicable, illustrative examples follow. Illustrative examples are meant to provide additional information to aid in selecting the correct program code; however, they are not intended to be a comprehensive list of programs that would be reported for a particular CIP code. Cross references indicate related or similar programs of study that might be of interest to the user.

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Most CIP codes are valid for IPEDS reporting; however, some are not. The reason is the CIP also includes other types of instructional programs, such as residency programs in various health professions; personal improvement and leisure programs; along with programs taught in schools of continuing education and professional development. Many of these programs are non-credit and include the following in their description “This CIP code is not valid for IPEDS reporting”. Even though these programs may not be offered for credit, they represent an important and increasing portion of all programs of study and NCES recognizes that postsecondary institutions may want to be able to track them through in-house data systems. Therefore, they are an important part of the CIP and will remain in the CIP for the foreseeable future.

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The main CIP website has several features. Of prime importance is the menu bar where you will find six options: Search Options, FAQs, Resources, Help, Contact, and the CIP Wizard. To switch between the CIP 2010 and the CIP 2020, click the drop-down arrow in the “change year” box. The Quick CIP functions allow the user to specify a single CIP Code and view all information for that specific code.

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The CIP website allows you to browse the CIP codes. Click "browse all CIP codes" under "Search Options" on the menu bar. Although the web site includes all codes from both the previous and current versions of the CIP, "Browse" only shows the codes in the current version. The initial view of the Browse screen shows the most general categories within the CIP. These codes are assigned two-digit series numbers. All links are in blue and are underlined. Clicking on the + sign expands to show 4-digit codes.

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When using the "Browse" CIP code function, you can view a full listing of all CIP codes. The user can also view the entire structure of the current CIP version. Although the web site includes all codes from both the previous and current versions of the CIP, "Browse" includes only the codes in the current version.

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Using the CIP website, you can choose a basic search, or you may choose an advanced search. The basic search contains a "search terms" box. Enter one or more words separated by spaces or commas. Results will be returned that contain ALL of the words entered. If no results are returned, reduce the number of terms entered. Clicking "search" without specifying any search terms will return all the CIP codes in the search results. You may also use the "Search Within" function. If search terms are specified, a search may be limited to return results based on search terms within only the CIP title, only the CIP definition, only the CIP illustrative examples, or any combination of those. Note: If none are selected, the system will interpret it as having all of those selected; otherwise, there would be no matches. Searches by CIP Series results can be filtered by two-digit series with or without the search terms being specified.

Advanced search allows the user to enter an exact phrase, several words, or words that should not be included. Using either the basic search function or the advanced search function you can specify search by the CIP code action. In other words, you can search for all new codes.

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Once you search for a CIP code, results will appear. The number of records matching your search criteria is listed along with the number of pages of results to review. The search results can be sorted by the various columns. By default, results are sorted by CIP title. A checkmark will be present in the Text Change column if either the title or the definition underwent a notable change relative to the previous version. The CIP Title is listed, and links to the CIP detail page for that CIP code. The definition is listed. If search terms were provided, they will be shown in bold. Lastly, you can export and print CIP search results using the blue buttons at the top right side of the screen. Print/Export allows users search results to be printed or exported as a CSV file.

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When you export the CIP search results, the exported CSV file will contain the following columns: Text Changed, Title & Definition, Cross References, CIP Code, Action, Moved To/Report Under, and Moved From. Notice that some of the columns are long so be sure to expand each one so that you can see the entire field.

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To easily find only the CIP codes of interest to you, use the CIP Wizard. The CIP Wizard can be accessed from the homepage of the CIP web site or via the navigation bar throughout the site. Users can view a list of CIP codes used by a postsecondary institution for their last three years of completions data and how these codes map on to the latest version of the CIP. The CIP Wizard is one of the main tools that users will find helpful. This tool allows you to easily find information on CIP codes of interest to you. There are two types of reports that can be generated in the CIP Wizard: either a Summary Report or a Custom CIP Code Summary Report.

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The first type of report, the CIP Code Summary Report, contains all the CIP codes for the institution. On the other hand, the second type of report, the Custom CIP Code Summary Report, contains only the codes the user specifies.

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To generate either report from the Wizard, begin by identifying your institution by UnitID or name. Non-institution personnel may select any school to begin. To search by UnitID, you may enter a valid UNITID and click "Go" to begin. To search by institution name, enter four or more characters to begin the search. A list of matching institutions will be shown when you type. Click "Select" to choose an institution as the focus institution and continue to the next page.

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The first type of report that can be generated through the CIP Wizard, a "CIP Code Summary Report" generates a summary based on the CIP codes your selected institution submitted for the last three IPEDS Completion Surveys. Let us review the example on this slide in our module. According to the summary, this institution submitted 92 unique CIP codes from the latest CIP. Of this number, 91 codes had no substantive changes, 1 code moved to a new location, and 0 codes were deleted. If we want to know what code moved to a new location, simply click the "Moved" tab.

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With the CIP Wizard, you can create a custom CIP code summary report which allows you to specify which CIP codes to display in a report by uploading, pasting, or selecting codes one-by-one. The "Custom CIP Code Summary Report" allows greater flexibility in which CIP codes are used to generate the report. You may view available codes sorted by code or by title and choose them one-by-one as you click through the list of codes.

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Three advanced options are available within the CIP Wizard. The first advanced option is “Enter/Paste”. You may use this advanced option if you already have a list of six-digit program codes in electronic format. You can paste them into the Enter/Paste box to select them all at once instead of selecting them individually. Also, you may type them in if desired. The “Enter/Paste Codes” window will open over your existing selections as shown. Please enter the six-digit CIP codes separated either by commas, by spaces, or on separate lines. Click “submit”, read the confirmation/error message, and then close the window.

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The second advanced option is Upload (saved file) - which allows you to select codes by uploading a file created using the "Save Codes for Upload" feature. Any file created by the CIP Wizard using the “Save codes for upload” feature - may be uploaded. Additionally, any file created in the required format may also be uploaded. Click “Browse” to select your file and the click “Upload”. Uploaded files must have a .txt file extension and contain three tab-delimited columns: CIPCODE, CIPCODENODOT, and CIPTITLE. The CIPCODE column must only contain six-digit CIP codes with the leading zero, if applicable, and dot notation (e.g. 01.0101). The CIPCODENODOT and CIPTITLE columns must exist but do not need to be populated; however, the tab delimiter is necessary.

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The last advanced option for the Custom CIP Code Summary Report is to “Select My School's Codes” which automatically select all the codes your school submitted on the last three IPEDS Completion Surveys. These selections are what appear on the “CIP Code Summary Report”. You can choose “by code” in which you will see a code first with the corresponding field of study. You can also click “by title” which will allow you to see the field of study first and then the code. It may take 30 seconds to select all the codes. Please allow adequate time.

With the Custom CIP Code Summary Report, you may view codes that have been moved or deleted. This report will also show whether there were any substantive changes. Additionally, it will show if a code was moved to a new location. Furthermore, you may download and print the report in both Microsoft Word and Microsoft Excel.

Click the Try Me button if you would like to attempt the CIP Wizard.

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You may find it necessary to crosswalk the CIP codes, because the crosswalk provides a side-by-side comparison of the previous and current CIP versions. To access the crosswalk function, go to Search Options on the Menu Bar and hover over the down arrow. Three options will appear, select ‘View Crosswalk 2010-2020’. After clicking “View Crosswalk,” users may select to view all codes, view all codes in a two-digit series or view a single code. The results are shown on screen and can be printed or

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exported. The default option on the Crosswalk page is “All Codes”. Click “Show Results” to see the full crosswalk on the screen.

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You can complete a crosswalk for all codes, a single-2-digit series, or a single CIP code by making the appropriate selections and clicking “Show Results”. CIP code numbers and titles from the previous CIP version are shown on the left-hand side of the crosswalk. These code numbers determine how the crosswalk is sorted. The corresponding CIP code number and title in the current CIP version is shown on the right-hand side, along with information about what happened to that code between the two versions, including the action and whether the code’s title or definition was changed.

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The frequently asked questions about the CIP are divided into two sections and will be updated on a regular basis. The first section focuses on general questions about the 2020 CIP, while the second section focuses on coding questions. General FAQs pertain to the overall CIP and not a specific series or CIP code. They include questions about the different components of a CIP code, the difference between general CIP codes and other CIP codes, and whether the CIP codes pertain to a specific degree level.

Coding FAQs are much more specific and explain why a user might choose a specific code or CIP Series, such as what is the CIP code for student design majors. You can view all the questions for either the general FAQs or the coding FAQs at a single time. Once you see the question(s) that you are interested in, click on the plus sign to the left of the question number to see the answer. If you’d like to see all of the answers at once, hit expand all.

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To receive help with the CIP website, click on the “help button”. On the left navigation panel, there are several options including “getting started” which is the default help home page. You can click on the “CIP detail”, the “Quick CIP”, etc. Each help topic contains screen shots and step-by-step instructions. All of this information is also available in the Help Document pdf. This document can also be found on the CIP resources page.

The “Help” section provides a wealth of resources to assist users with the CIP website.

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From the main navigation bar, you may also click on “resources”. Resources are organized by year. The “resources” page contains three sections: general, online, and download. Under the general section, you will find an introduction for each CIP version, acknowledgements, and help documents. Under the online section, you may obtain help with browsing all the CIP codes, searching the CIP codes, viewing crosswalks between years, along with viewing deleted CIP codes, new CIP codes, and moved CIP codes.

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The last section contains various resources to download. For example, you can download the Crosswalk for 2010-2020 as a Microsoft Excel file. You can also download the CIP codes for 2020 either as an Excel or Word file.

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There are several additional resources to learn more about the CIP. For example, there is an NCES blog which contains important information and updates for the CIP. There's also This Week in IPEDS or TWII for short which provides various information on IPEDS such as suggestions from the most recent meeting of the IPEDS Technical Review Panel. Here, you may find information about the CIP codes and IPEDS. NCES and IPEDs Twitter feeds are other useful tools. Lastly, there is the IPEDS help desk where an attendant may be reached at 1-877-225-2568.

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If you have further questions that are not addressed through the help and resources functions, you may email NCES. Click on the “@Contact” button and the CIP assistance email address appears. The email address is CIP2020@ed.gov. Your message will go to NCES staff who usually respond in 1 to 2 business days. Be sure that your email contains the following:

- 1) clearly defined questions,
- 2) contact information, and
- 3) preferred method of contact.

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This module described how to use the Classification of Instructional Programs (CIP) 2020. It explained what the system is used for, what the CIP codes mean, and how to use the search functions. The module also explained how to use the CIP Wizard.

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Important resources that have been provided throughout the module are summarized for your reference.

This concludes the CIP training. You may now click the exit button to return to the landing page.