

## **C Survey Component**

### **CIP Codes**

### **Tutorial Script**

## **2024-25 Data Collection**

This tutorial describes how to report data using the Classification of Instructional Programs codes in IPEDS. The Completions component of IPEDS collects data on the number of awards conferred for each program of study offered at the institution, regardless of whether it currently has students enrolled, or if students in the program are eligible to receive Title IV federal aid.

Programs of study are reported using 6-digit Classification of Instructional Programs or (CIP) codes. Institutions are responsible for selecting the appropriate CIP codes and should select codes as specifically as possible. Institutions' CIP codes should reflect the 2020 CIP. The IPEDS CIP 2020 web site, displayed here, includes a list of new CIP codes, deleted CIP codes, moved CIP codes, and an online crosswalk of the 2010 CIP and 2020 CIP. The CIP 2020 web site can be found by going to [nces.ed.gov/ipeds/cipcode](https://nces.ed.gov/ipeds/cipcode).

The Browse all CIP Codes section under the 'Search Options' tab helps illustrate the CIP classification scheme. For example, an institution wishing to report completions for a program in agricultural economics should select CIP code 01.0103 rather than the more general "agriculture business and management" CIP code 01.0101. If there is no CIP code for a program, and the program follows an unspecialized, broad program of study within a two- digit or four-digit CIP code series, select the "general" six-digit CIP code. The "general" CIP codes typically end in "00" or "01." If the program is specialized within the two-digit or four-digit series, but there is not a specific six-digit code that adequately describes it, select the "other" six-digit code within either the two-digit or four-digit series. The "other" CIP codes end in "99."

If no students received an award for a program but the program is still offered at your institution, report zero for the number of completions. This will ensure that the program is listed in the College Navigator web site and on next year's Completions survey. Each completion should be reported. Students earning multiple awards in the same year, whether in multiple programs or in the same program, will be counted multiple times. For example, a student who earns both a Bachelor of Science and a post- baccalaureate certificate will count as two completions and each completion should be reported in its program. Sometimes a student will have earned only one degree but graduate with a double or split major which is a single degree with majors in two programs. In this case, the completion should only be counted once, with one program reported as the first major and the other reported as the second major.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.