



BROWN

Procedures for Requesting Reclassification of a Degree Program's Classification of Instructional Programs (CIP) Code

Background and Rationale

The U.S. Department of Homeland Security allows eligible international (F-1) students and new graduates who hold degrees in eligible fields in the Sciences, Technology, Engineering, and Math (STEM) to apply for a "STEM [Optional Practical Training] OPT extension."

Each degree-granting field of study is assigned a Classification of Instructional Programs (CIP) Code in Banner upon its approval by the College Curriculum Council and/or the Graduate Council. Academic units may request to have their degree programs reevaluated for reassignment to a CIP code listed on the most recent federal [STEM Designated Degree Program list](#).

Governance, Policy, and Procedures

Chairs or program directors wishing to have their field of study's CIP code reclassified must petition the College Curriculum Council (CCC) and the Graduate Council providing a compelling rationale and accompanying evidence for why the program(s) should be re-classified. Proposals should include:

1. One or more CIP codes from the most recent federal [STEM Designated Degree Program list](#) that would better align with the program's course of study;
2. Evidence that the learning objectives and at least 50% of the required undergraduate courses are STEM courses, or in the case of graduate programs, degree candidates are expected to engage in STEM research (according to the National Center for Education Statistics' definition of "STEM"); and
3. Any available information about practices at other institutions that offer the degree program based on benchmarking.

Additional Considerations:

- i. Each field of study is assigned a single CIP code regardless of degree program. In units offering both undergraduate and graduate programs, approval from both the CCC and Grad Council is required. A field cannot have distinct CIP codes for its various degree programs (undergraduate, graduate, etc.). Approval is only needed from the CCC if no graduate program exists in this field and vice versa.
- ii. The CCC and Grad Council will only consider proposals submitted by degree-granting academic units. Individual students or alumni may not petition to have their individual courses of study (including independent concentrations) reclassified. When advising alumni who have inquired about a reclassification of their CIP codes, please note that even if a program is reclassified to a CIP code on the STEM-eligible list, the graduate may or may not be eligible for an extension of their OPT - they should consult with OISSS about the implications of a reclassification.
- iii. If both the Graduate Council and the CCC Executive Committee support the petition, the Registrar's Office, OISSS, and OIR will be notified of the recommendation to reclassify the program with the new CIP code. Any future proposed changes to the program(s) of study that would shift the balance of courses or substantively redefine the curriculum should highlight to the CCC/Grad Council that the change(s) may impact the program's placement within the STEM-eligible list.