

DUE : September 15, 2006

CIP Code File Request

Institution Name	SEDCODE:
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THE FILE SUBMITTED SHOULD CONTAIN DATA FOR ONLY THE CAMPUS LISTED ABOVE. If multi-campus institutions have concerns about which branches to include, please contact State Education Department staff at heds@mail.nysed.gov or phone 518-474-5091.

This is a special request for this year for a data file containing the federal Integrated Postsecondary Education Data System (IPEDS) Classification of Instructional Programs (CIP) codes that are used at your campus for each registered Inventory of Registered Programs (IRP) program when preparing completions data to report to IPEDS.

The State Education Department (SED) will continue to use HEGIS as part of its program registration process but will work to reduce any requests by HEGIS. The file you submit will permit SED to crosswalk CIP and HEGIS for programs at your institution whenever program data is collected

Instructions: Please prepare an Excel or comma delimited file using the field descriptions provided below for each campus of your institution. Name the file using the following convention:

NYCIP06_(your sedcode)(Instname).xls

Email the file and the following respondent information to : HEDS@mail.nysed.gov

Respondent Name:
Title:
Telephone:
Email Address:
<p>Questions and problems encountered in attempting to create this file should be directed to :</p> <p>Office of Research and Information Systems --- (518) 474-5091 Glenwood Rowse --- (518) 474-5093 growse@mail.nysed.gov Margaret Watrous --- (518) 486-5257 mwatrous@mail.nysed.gov</p>

File Layout/Field Descriptions – One record for each program registered with SED				
Field		Level Descriptions	Type	Max Width
SEDCODE		SED Institutional Code	Number	8
InstName		Institution Name	Text	50
CollectionYr		HEDS collection year = 2006	Number	4
IRPcode		SED Inventory of Registered Programs Code	Number	6
PgmName		Program Name or Title	Text	50
AW		Award/Degree	Text	20
CIPCODE		Federal 6 digit program code	Text	7
HEGIS		SED HEGIS Program Code (OPTIONAL FIELD-IF AVAIL.)	Text	6

