

How to request additions/changes in CIP Code Matrix for FIS

- 1) Review the course correlations tab in FIS for each course.
- 2) If the course is present and the faculty members degree type and discipline match the list there is no need to provide a justification. If the faculty member's degree type and discipline do not match the list a justification will be required for each course that does not match.
- 3) If the course does not exist in FIS or the degree type and discipline is missing from the existing course, please bring this to the attention of your department faculty. Department faculty must approve all changes to the course correlation database and records of this approval must be kept by the department for SACSCOC.
- 4) Send the completed spreadsheet with all corrections or additions for the FIS to the Executive Director of Institutional Quality and Accreditation (Danielle Buehrer).
- 5) The Executive Director of Institutional Quality and Accreditation will review submissions and approve them or contact departments if there are any questions or concerns.
- 6) The AVP for Faculty will be the final arbiter in case there are disagreements between the Executive Director of Institutional Quality and Accreditation and a chair/director/dean (or their representative).
- 7) All submissions approved by either the Executive Director of Institutional Quality and Accreditation or the AVP for Faculty, will be sent to the Executive Director of Institutional Quality and Accreditation to update the FIS course correlations database.