Select a CIP Code
The CIP code takes the following structure: xx.xxxx where each x is a number between 0 and 9.

This 6-digit code identifies, to the greatest specificity possible, an entire instructional program. The classification scheme seeks to comprehensively address all areas of study. Because of the dynamic nature of education, however, new CIP codes are frequently added to the list.

The first 2-digits are the first cut off of detail and describe the general discipline of the program. For example, any program with a CIP that starts with 14 is within the Engineering discipline; anything with a 22 is within the legal discipline.

The next 2 digits increase the level of detail, and the final 2-digits provide the highest level of detail.

Find CIP codes at http://nces.ed.gov/ipeds/cipcode

Enter 1st CIP Code: ___________________________ . ___________________________

Required if a new CERTIFICATE PROGRAM - select a SOC code
If this is a new graduate certificate, a SOC code is required.
The SOC code takes the following structure: xx-xxxx where each x is a number between 0 and 9.

Find the SOC code at http://www.onetonline.org/crosswalk. Locate the "Education" search box and enter the CIP code, perform a search and enter the most appropriate job from the options presented.

Enter SOC Code: ___________________________ - ___________________________. ___________________________

*Note: A new certificate program requires Higher Learning Commission and U.S. Department of Education approval, which may take up to an additional 90 days after all internal IIT approvals are obtained.
Required if a new CERTIFICATE PROGRAM - include additional sheets with the following information:

Gainful Employment Criteria:
1. Institution Name: Illinois Institute of Technology
2. OPEID: IIT 001691
3. Program Name(s) and Program CIP Code(s) supported by this documentation

4. Narrative description of how the institution determined the need for the program. For example, describe what need this program will address and how the institution became aware of that need. If the program is replacing a current program(s), identify the current program(s) that is being replaced by the new program(s) and provide details describing the benefits of the new program(s). If the program will be offered in connection with, or in response to, an initiative by a governmental entity, provide details of that initiative. The institution must retain documents that support this description for review or submission to the Department upon request.

5. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs. For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Include how the course content, program length, academic level, admission requirements, and prerequisites were decided; including information received from potential employers about course content; and information regarding the target students and employers. The institution must retain copies of documents and its analysis for review and submission to the Department upon request.

6. Narrative description of any wage analysis the institution may have performed, including any consideration of Bureau of Labor Statistics wage data related to the new program. The institution must retain copies of analysis documents for review and submission to the Department upon request.

7. Narrative description of how the program was reviewed or approved by, or developed in conjunction with, one or more of the following:
   • Business advisory committees
   • Program integrity boards
   • Public or private oversight or regulatory agencies (not including the state licensing /authorization agency and accrediting agency)
   • Businesses that would likely employ graduates of the program

For example, describe the steps taken to develop the program, identify when and with whom discussions were held, provide relevant details of any proposals or correspondence generated, and/or describe any process used to evaluate the program. The institution must retain, for review and submission to the Department upon request, copies of meeting minutes, correspondence, proposals, or other documentation to support the development, review, and/or approval of the program.

8. Date of the first day of class. Include both:
   • The first day the program was or will be offered by the institution, and
   • The day you would like to begin disbursing Title IV funds to students enrolled in the program.
<table>
<thead>
<tr>
<th>Approval Signatures</th>
<th>Approved</th>
<th>Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Academic Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Chair</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>2) Academic Unit Head</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>3) College Dean</td>
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<tr>
<td>4) Graduate Studies</td>
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<tr>
<td>Committee Chair</td>
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<tr>
<td>5) Main Campus Faculty</td>
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<td>Council Chair</td>
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<td>6) Provost</td>
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</tbody>
</table>

**Additional approvals required:**
for certificate programs only

| 7) Approved by the Higher Learning Commission | Yes | ☐ |
| 8) Submitted to IIT Office of Financial Aid for Title IV eligibility consideration | Yes | ☐ |
| 9) Confirmation of Title IV eligibility | Yes | ☐ |

Print | Sign | Date
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Approver Name | Date
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Approver Name | Date
Confirmed by IIT FA staff member | Date
Directions:
Fill out the section appropriate to your degree/certificate and attach additional pages on which a detailed discussion regarding the following items is provided.

It is vital that you DO THE MATH. There is an appropriate sample in each of the degree/certificate sections.

1) Program Overview:
   a) Describe the objective of the new program.

2) Program Justification:
   a) Provide a detailed discussion on why the program is needed.
   b) Provide a detailed description of the relationship of the proposed program to other degree programs offered by IIT and by the academic unit.
   c) Provide an estimate of the expected number of students.

3) Program Resources:
   a) Describe the personnel requirements necessary to offer the program. Include faculty, teaching assistant, and support staff. For faculty, indicate current faculty to be associated with the program, detail any requirements for additional faculty hires, and note the number of part-time faculty needed to support the program. Describe how and when resources will be made available to hire any additional personnel that are required.
   b) Describe the facilities necessary to offer the program. Describe how and when resources will be made available to obtain any additional facilities that are required.

4) Program Description:
   a) Provide the detailed degree requirements for the program.
      1) The minimum number of credit hours.
      2) Whether a thesis is required, not required, or optional.
      3) Whether there is a project course.
      4) Whether there is a project report.
      5) Whether there is a comprehensive exam (for M.S. and MAS)
      6) If a thesis is required, indicate that a thesis defense is required.
      7) For Ph.D.’s, indicate the mandatory qualifying exam, comprehensive exam, dissertation, and oral exam.
      8) List all required courses.
      9) List all elective options.

   b) Indicate the admission criteria for the program.
   c) Provide a timeline and schedule for offering the program.
Graduate Program Type: Certificate

Directions: fill in blanks or circle answers.

List Standard Graduate Certificate Requirements:

1. Minimum credit hours: ________
2. Can certificate program be completed concurrently with a graduate degree program? Yes or No
3. Restrictions if any: ________________________________________________________________
4. List Certificate Course Options: ______________________________________________________________

Make sure that you have completed the Gainful Employment Criteria on page 2

Graduate Program Type: Professional Masters Degree

Directions: fill in blanks or circle answers

List Standard MAS (or other) Professional Masters Degree Program Requirements:

1. Minimum credit hours (no ranges) ________
2. Project course required? Yes or No or Optional
   a. List specific details about the project option________________________________________
3. Project report/review required? Yes or No or Optional
4. Comprehensive exam? Yes or No
5. Required specialization/concentration? Yes or No
   a. Specialization or Concentration
   b. List specific details about specialization or concentration requirements ___________________________

List MAS (or other) Professional Masters Degree Program Credit Hour Requirements:

1. Core course credit hours required_______
   a. Core course credit hours rules
      i. List of core course options
      ii. List of core group options
2. Seminar or colloquium (circle one) credit hours required: _________
   a. List seminar or colloquium course number _________
3. Project course credit hours (range allowed): minimum_______ and maximum _________
   a. List project course number _________
4. Elective course credit hours (range allowed): _________
5. List course numbers (see instructions on the final page for providing elective options and follow appropriate example)
   a. Elective course credit rules:
      i. 400 credit hour limit? Yes or No
      ii. If yes, how many hours allowed? 3, 6, 9 or 12
      iii. 500-600 level credit hour limits: _______ min and _______ max rules
      iv. 700 level credit hour maximum: __________
6. List specialization/concentration credits hours required___________

Math Example

Core + Seminar or Colloquium + Project + Elective + Specialization must equal Minimum Number of Credits for Degree
12+0+0+20+0=32 or 12+0+6+14+0=32
Graduate Program Type: Master of Science (M.S.) Degree

Directions: fill in blanks or circle answers.

List of Standard M.S. Degree Requirements:

1. Minimum credit hours (no ranges) _______
2. Thesis required? Yes or No or Optional
   a. List specific details about the thesis option
3. Project course required? Yes or No or Optional
   a. List specific details about the project option
4. Project report/review required? Yes or No or Optional
5. Comprehensive exam? Yes or No
6. Thesis defense? Yes or No (if a thesis is required, then a thesis defense is mandatory)
7. Required specialization/concentration? Yes or No
   a. Specialization or Concentration
   b. List specific details about specialization or concentration requirements

List of M.S. Program Credit Hour Requirements:

1. Core course credit hours required _______
   a. Core course credit rules
      i. List of core course options
      ii. List of core course group options
2. Seminar or colloquium course (circle one ) credit hours: _______
   a. List seminar or colloquium course number _______
3. Research course credit hours (typical range 6-8 credits): minimum _______ and maximum _______
   a. Course number _______
4. Project course credit hours (range allowed): minimum _______ and maximum _______
   a. List project course number _______
5. Elective course credit hours (range allowed): _______
6. List course numbers (see instructions on the final page for providing elective options and follow appropriate example)
   a. Elective credit rules:
      i. 400 level credit hour limit? Yes or No
      ii. If yes, how many hours allowed? 3, 6, 9 or 12
      iii. 500-600 level credit use: _______ min and _______ max rules
      iv. 700 level credit hour use _______ maximum
7. List specialization/concentration credit hours required___________

Math Example

Core + Seminar or Colloquium + Research + Elective must equal Minimum Number of Credits for Degree – 16+1+8+7=32 or 18+0+6+8=32
Graduate Program Type: Ph.D.

Directions: fill in blanks or circle answers.

List Standard Ph.D. Degree Requirements:

1. Minimum credit hours: ________
2. Qualifying exam
3. Comprehensive exam
4. Dissertation and oral defense

List Ph.D. Program Credit Hour Requirements:

1. Core course credit hours required ________
   a. Core course rules
      i. List of course options
      ii. List of group options
2. Seminar or colloquium (circle one ) course credit hours required: ________
   a. List seminar/colloquium course number _______
3. Research course credit hours (range allowed not to exceed 50% of program hours): ________
   a. Research course number _______
4. Elective credit hours (range allowed): minimum________ maximum ________
5. List elective course credit rules
   i. 400 level credit hour limit? Yes or No
   ii. If yes, how many hours allowed? 3, 6, 9 or 12
   iii. 500-600 level credit hour limits: _______ min and ________ max rules
   iv. 700 level credit hour maximum: __________

Math Example:

Core + Seminar or Colloquium + Research + Elective must equal Minimum Number of Credits for Degree,
18+2+42+22=84 or 18+0+24+42=84
This is an example of how to organize the information about any degree/certificate, after the previous worksheets have been completed:

**Narrative:**
This is any information that you wish to convey, in narrative form.

**A list of all core required courses, presented like this:**
Required courses
ABC 501 Course Name
ABC 502 Course Name
ABC 503 Course Name

**A list of additional required courses, presented like this:**
Additional requirements
ABC 501 Course Name
ABC 502 Course Name
ABC 503 Course Name

**A list of elective courses, presented like this:**
Elective courses
ABC 501 Course Name
ABC 502 Course Name
ABC 503 Course Name

**A group list of courses (required separately from elective)**

*Example:
Group Name: Theory of Computation
Group Number: 1
Group Course List: CS 530, CS 533, CS 535, CS 538
Number of credits 3 or Number of Courses 1

Select AND _______ (or) Select OR _________
Group Name: __________
Group Number: __________
Group Course List: _______________________________
Number of credits ______ or Number of Courses _______

If elective courses may be chosen from a range, follow this method:

Indicate electives that are allowed:
________ elective credits in any 400 or 500 level course with adviser approval (subject to the restriction on 400 level credit)

Indicate electives that are allowed from other academic discipline(s):
________ elective credits in specific academic disciplines: ______ (list here) i.e. any ECE 400 or ECE 500 level

**Indicate elective options from a group list:**

*Example:
Group Name: Theory of Computation
Group Number: 1
Group Course List: CS 530, CS 533, CS 535, CS 538
Number of credits 3 or Number of Courses 1

Select AND _______ (or) Select OR _________
Group Name: __________
Group Number: __________
Group Course List: _______________________________
Number of credits ______ or Number of Courses ________