



REQUEST FOR DEGREE CORRECTION IN UGA DATA SYSTEMS

Degree disciplines in the University of Georgia faculty authoritative data sources use the required federal taxonomic coding system of the National Center for Education Statistics' *Classification of Instructional Programs, 2000 (CIP Codes - <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165>)*. These standardized 6-digit discipline CIP Codes are used by UGA for both internal and external institutional reporting purposes such as:

1. Board of Regents/State of Georgia Funding Formula
2. SACS accreditation faculty credentialing
3. Integrative Postsecondary Education Data Systems (IPEDS)

Due to use of this standardized coding system, a faculty member cannot necessarily expect the discipline as listed in the Faculty Activity Repository (FAR) to precisely match what is listed on the degree-granting institution's official transcript or on the curriculum vitae. However, if you believe your CIP discipline is incorrectly listed in FAR, and thus incorrectly entered in the UGA authoritative data sources, please submit this form with the below information to the Office of Faculty Affairs for review.

FACULTY FULL NAME: _____

DEPARTMENT: _____

LAST 4 DIGITS of SSN: _____ EMAIL ADDRESS: _____

Please provide information for the degree as currently listed in FAR as well as your proposed change(s):

DEGREE DATA	CURRENT FAR DATA	PROPOSED DATA CHANGE
Institution:		
Location:		
Degree Level:		
Date Awarded:		
Discipline*:		6-DIGIT CIP CODE (required*): _____ (Ex. 40.0601=Geology/Earth Science, General) DISCIPLINE*: _____

*DISCIPLINE CHANGES - Your suggested discipline must be included in the NCES Classification of Instructional Programs: 2000 Edition available online at http://nces.ed.gov/pubs2002/2002165_2.pdf.

Submit completed forms to:
 Office of Faculty Affairs
 202 Franklin House
 Campus Mail
 ---or---
 FAX to (706) 583-0632