

Administrative Procedure Chapter 5, Academic Affairs
Administrative Procedure 5.201, Procedures for Assigning Program Names and CIP Codes for Academic Programs
Effective Date: XXXX 2024
Prior Dates Amended: N/A
Responsible Office: Office of the Vice President for Academic Strategy
Governing Board and/or Executive Policy: [RP 5.201](#) Instructional Programs, [EP 5.201](#) Approval of New Academic Programs and Review of Provisional Academic Programs
Review Date: XXXX 2027

I. Purpose

To provide a procedure to ensure system-wide consistency in the naming and assigning of program codes for academic programs and to adhere to national standards in data reporting in order to comply with RP 5.201 and EP 5.201.

II. Definitions

- A. Classification of Instructional Programs (CIP): A taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity developed and maintained by the U.S. Department of Education's National Center for Education Statistics. The CIP consists of a CIP code, CIP title, and CIP description.
- B. CIP Code: The Classification of Instructional Programs (CIP) code associated with the Official Program Name that is designated prior to Board of Regents (BOR) approval.
- C. CIP Title: The academic program title connected to the designated federal CIP code. This title is taken from the federal CIP database and may differ slightly from the BOR-approved Official Program Name.
- D. CIP Description: The brief narrative provided by the National Center for Education Statistics that is attached to each individual CIP code.
- E. Official Program Name: The name of the program, including parenthetical information, approved by the Board of Regents at the provisional program stage. It is the official name for purposes of the Board of Regents-conferred credentials and is used in University publications.
- F. Program Code Request (PCR): Includes a request for the program name and program code (consisting of the degree type, major name and major code), CIP Code, effective term, curriculum, required documentation, and approvals.

G. Student Data Oversight Committee (SDOC): A Data Governance Committee subcommittee focused on improving data quality and access as well as providing guidance on future directions, priorities, and uses of student Institutional Data Systems. The SDOC has the authority to make decisions on student data issues and make recommendations to the Data Governance Committee on policies and principles related to data management and use (EP 2.215 Institutional Data Governance). SDOC manages the principles for program name, program description, and the U.S. Department of Education's Classification of Instructional Programs (CIP), and code assignment.

III. Administrative Procedure

A. The CIP policy adheres to the following basic principles, is further clarified in the SDOC Program Code Policies:

1. National alignment:

- a. The program name and CIP code should align with the national database of CIP codes.
- b. The program curriculum alignment to the national definition is the defining factor in choosing a CIP code.
- c. The program name, contents and conferred degree should be in alignment for students' understanding.
- d. A significant change to a program will generate a new program code and require President's approval. A change in CIP code, program name or substantial modification of the curriculum would be a significant change. A non-significant change would be an industry-wide or institution-wide change to remain current with terminology or federally mandated CIP code changes

2. UH System alignment:

- a. If a similar program exists or uses the same Official Program Name in the UH System, then the same CIP classification shall be used.
- b. If the program name or CIP code is already in use within the UH System, the party proposing a CIP code for a substantially different program may not use the same code.
- c. The Official Program Name, content, and conferred degree (if applicable) should align to ensure coherency with students' understanding of the credential and the program learning outcomes.
- d. The Official Program Name, the assigned program code, and CIP code shall be the same in all public documents.

3. In the event the CIP classification and Official Program Name do not align, supplementary documentation for consideration may include recommendation/guidance from an applicable federal agency or accrediting body; peer institution CIP classification for similar programs; and/or applicable and citable non-industry/trade-specific higher education publications such as *The Chronicle of Higher Education*.
- B. Requesting a CIP Code for a New Program.

The approval of a CIP code for a new program shall go through the relevant campus approval process before the request is forwarded to the Institutional Research, Analysis and Planning Office (IRAPO).

The steps are as follows:

1. A campus seeking to develop a new program shall notify IRAPO regarding the need for a CIP code when submitting the provisional program proposal.
2. The campus completes a "Program Code Request (PCR) - New" form and indicates the CIP code in the "Additional Comments" section.
 - a. UH Community College campuses shall submit requests through the Office of the Vice President for Community Colleges (OVPCC).
 - b. Four-year campuses may submit requests directly to IRAPO.
3. Based on the campus's PCR, IRAPO reviews the proposed Program Name and requested CIP code and CIP title while consulting with campuses as needed.
4. The request is reviewed for recommendation by the Council of Chief Academic Officers (CCAO), SDOC, the Office of the Vice President for Academic Strategy (OVPAS) or the OVPCC.
5. The OVPAS endorses the Authorization to Plan (ATP) request.
6. IRAPO approves the PCR and the campus's requested CIP code after consultation with the campus if needed. For advanced degrees, IRAPO will approve the CIP code based upon the recommendation of the Chancellor/Provost.
7. IRAPO coordinates the implementation of the new program addition into the student information systems (Banner and DAPIR/ODS) after the CIP code for the new program has been approved.

C. Requesting a Change in Program Name, Program Code, or CIP Code

1. Requests involving significant change: Name/Code/CIP changes that reflect a significant program change are handled according to the requirements for new program authorizations as outlined in EP 5.201.
 - a. When making significant changes, because the CIP code is the primary means of federal program reporting (Integrated Postsecondary Education Data System--IPEDS), the source used by college selection organizations (e.g., College Navigator, College Board), and because changes may impact financial aid and student visas, the implications of the program's CIP code assignment should be taken into consideration.
 - b. The Program Request Process is as follows:
 - 1) The campus submits a completed "Program Code Request (PCR) – Modification" form with the CIP code in the "Additional Comments" section.
 - 2) If the modified program name, program code, or CIP code is used by other programs in the UH System, approval must be obtained from all affected parties by the requesting campus.
 - 3) IRAPO reviews the program request for compliance with applicable Regents Policies and Executive Policies and requests modifications, if needed.
 - 4) For advanced degrees, IRAPO will approve based upon the recommendation of the Chancellor/Provost.
 - 5) The request is reviewed for recommendation by SDOC and either the OVPAS or OVPC.
 - 6) IRAPO then coordinates the implementation of the campus's change(s) in the student information systems (Banner and DAPIR/ODS) and validates correctness.
2. Requests involving non-significant change: Requests to change a program name to remain current in terminology but not entailing any significant change in the program are made to the President. IRAPO then coordinates the implementation of the campus's change(s) in the student information systems (Banner and DAPIR/ODS) and validates correctness. Maintaining currency in terminology means:
 - a. A substantial number of a campus' peer and benchmark institutions have adopted the program name change or
 - b. The change follows the recommendation/guidance from an applicable federal agency, accrediting body, and/or industry consortium.

- D. If policy-related changes are made to the CIP process, these changes will be introduced by the OVPAS in conjunction with the OVPCC; IRAPO; Provost/Chancellors of impacted campuses; and reviewed by the SDOC and/or CCAO.

IV. Applicable University Policies

- A. Regents Policy 5.201 - Instructional Programs
- B. Executive Policy 5.201 - Approval of New Academic Programs and Review of Provisional Academic Programs
- C. Executive Policy 5.205 - Academic Programs Definitions and Guidelines
- D. Executive Policy 2.215 - Institutional Data Governance
- E. Community College Policy 5.203 - Program Credentials: Degree and Certificates

V. Delegation of Authority

There is no administrative specific delegation of authority.

VI. Contact Information

Institutional Research, Analysis and Planning Office (IRAPO)
Telephone: (808) 956-7532
irapo@hawaii.edu

VII. References

EP 5.201

U.S. Department of Education's National Center for Education Statistics (NCES):
<https://nces.ed.gov/ipeds/cipcode>

VIII. Exhibits and Appendixes

Student Data Oversight Committee (SDOC) Program Code Policies

Approved:

_____ <signature> _____ <Date>
David Lassner
President

