

Administrative Procedure Chapter 5, Academic Affairs
Administrative Procedure 5.201, Procedures for Assigning Program Names and CIP Codes for Academic Programs
Effective Date: XXXX 2023
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 2026

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 designation 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 time of program establishment. It is the official name for purposes of Board of Regents-conferred credentials and is used in University publications.
- F. Program Code Request (PCR): Includes a request for the program name, CIP code, CIP title, 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.

III. **Administrative Procedure**

A. The CIP policy adheres to the following basic principles:

1. National alignment:

- a. The program name, CIP code, and CIP title shall align with the national database of CIP codes.
- b. The program curriculum alignment to the national definition, as established by the National Center for Education Statistics, is the defining factor in choosing a CIP code and CIP title.
- c. Academic programs with the same content as programs offered at other institutions in the United States must use the same program name when possible.
- d. Academic programs with content that is different from existing programs in the United States may not use an existing Official Program Name or CIP code.

2. UH System alignment:

- a. If a similar program exists or uses the same Official Program Name in the UH System, then the same description and CIP code should shall be used.
- b. If the program name, description, 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 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 code, CIP title, and Official Program Name do not align, supplementary documentation for consideration may include recommendation/guidance from an applicable federal agency, accrediting body and/or industry consortium; peer institution CIP classification for similar programs; and/or applicable citable publications.

B. Requesting a CIP Code for a New Program.

Change in an Official Program Name or CIP code shall go through the relevant campus approval process before the request is forwarded to the Institutional Research, Analysis and Planning Office (IRAPO).

For the UH Community Colleges, the campus receives the pre-approval for the Official Program Name and/or CIP code changes from the Office of the Vice President for Community Colleges (OVPCC). Four-year campuses may submit requests directly to 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 after submitting the authorization to plan (ATP) document but prior to the submission of the provisional program proposal.
2. The campus completes a "Program Code Request (PCR) - New" form, including all relevant approvals.
 - a. UH Community College campuses shall submit requests through the OVPCC.
 - b. Four-year campuses may submit requests directly to IRAPO.
3. IRAPO assigns the Official Program Name, CIP code, and CIP title during the ATP review and submission process, with campus approval.
4. The Office of the Vice President for Academic Strategy (OVPAS) endorses the ATP request
5. IRAPO reviews and approves the PCR
6. IRAPO coordinates implementation of the new program addition in Banner.

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

1. Requests involving substantive change: Name changes that reflect a substantive program change are handled according to the requirements for new program authorizations as outlined in EP 5.201.
 - a. When making substantive 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 Modification Process is as follows:
 - 1) The campus submits a "Program Code Request (PCR) – Modification" form with all required approvals.
 - 2) If the program name, program code, or CIP code is used by other programs in the UH System, approval must be obtained from all affected parties.
 - 3) IRAPO reviews the program request for compliance with applicable Regents Policies and Executive Policies and requests modifications, if needed.
 - 4) The request is submitted to the SDOC to review and issue a recommendation.
 - 5) The request is then routed to Council of Chief Academic Officers (CCAO) for review.
 - 6) IRAPO then coordinates implementation of the program change in Banner, processes requests through Banner, and validates correctness.

2. Requests involving minimal change: Requests to change a program name in order to remain current in terminology but not entailing any substantive change in the program are made to the President. 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 Office of the Vice President for Academic Strategy in conjunction with the Office of the Vice President for Community Colleges and Institutional Research, Analysis and Planning Office and reviewed by the SDOC.

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