



UNIVERSITY  
of HAWAII®  
SYSTEM

‘Ōnaehana Kulanui o Hawai‘i

Debora J. Halbert, PhD  
Vice President for Academic Strategy

January 3, 2024

## **MEMORANDUM**

TO: Provost/Chancellors  
Council of Chief Academic Officers  
Faculty Senates

FROM: Debora Halbert  
Vice President for Academic Strategy

SUBJECT: Consultation on Proposed Administrative Procedure 5.201 Procedures for Assigning Program Names and CIP Codes for Academic Programs

Board of Regents policy (RP) 5.201 Instructional Programs and Executive Policy (EP) 5.201 Approval of New Academic Programs and Review of Provisional Academic Programs were updated in 2022. The proposed Administrative Procedure 5.201 has been created to be in alignment with these policies. **Please consult with your constituents and governing bodies and provide any comments via the [online form](#) by February 5, 2024.**

### **Justification for New Administrative Procedure**

In order to comply with RP 5.201 and EP 5.201, new Administrative Procedures are needed to ensure System-wide consistency in the naming and assigning of Classification of Instructional Program (CIP) codes and to adhere to national standards of data reporting.

### **Informal Consultation**

Administration has engaged in informal consultation with a variety of individuals and groups across the System. These include providing draft copies of the proposed administrative procedure and receiving feedback from:

- UH Officers
- Council of Chief Academic Officers (CCAO)
- All Campus Council of Faculty Senate Chairs (ACCFSC)
- Student Data Oversight Committee (SDOC)

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- UH Mānoa Registrars
- UH Mānoa Senate Executive Committee (SEC)

### **Key Elements at a Glance**

Definitions for:

- Classification of Instructional Programs (CIP)
- CIP Code
- CIP Title and Description
- Official Program Name
- Program Code Request (PCR)
- Student Data Oversight Committee (SDOC)

Administrative Procedures for:

- Alignment of academic programs and CIP codes with national and UH System principles
- Requesting CIP codes for new academic programs
- Requesting change of program names, program codes or CIP codes
- Instituting policy-related changes to the CIP process

Attached is the proposed draft AP 5.201. Please submit your comments via the [online form](#) by **February 5, 2024**.

Thank you.

Attachment

c: Council for Senior Student Affairs Officers (CSSAO)