

UNIVERSITY-WIDE POLICY AND PROCEDURES REGARDING CHANGES TO CIP CODES

This document sets forth University-wide Policy and Procedures for receiving, reviewing, and approving requests to change Classification of Instructional Programs codes (“CIP Codes”); and for implementing changes to CIP Codes upon their approval.

POLICY

In order to ensure a most consistent and principled review of requests by academic programs or departments for redesignation of CIP Codes, the Office of the Provost has implemented the following policy:

1. Standing Committee on CIP Codes. — The University shall maintain a Standing Committee on CIP Codes (the “Standing Committee”). The composition of the Standing Committee may be determined by the Office of the Provost in its discretion, subject to the requirements that the Standing Committee must include one representative from each of the Harvard International Office, the Office of Institutional Research, Student Financial Services and at least three School Registrars. An attorney in the Office of the General Counsel will serve as counsel to the Standing Committee.

2. Required Approval(s) of CIP Code Changes. — A School may not effect a change to the existing CIP Code of an academic program, plan, or subplan¹ without first (1) obtaining the endorsement of the School’s Academic Dean or, in the case of Harvard College, the Dean of Undergraduate Education; and (2) providing notice to, and in STEM-Consequential Cases obtaining the approval of, the Standing Committee.

For purposes of this policy, a “STEM-Consequential Case” is a case in which a School proposes to change a program, plan, or subplan’s CIP Code designation from a code not presently included on the Department of Homeland Security’s STEM Designated Degree Program List to a STEM-eligible code on that list.

3. Consistent Treatment. — The CIP Code in effect for a given academic program, plan, or subplan shall be the CIP Code assigned to each student’s profile within that program, plan, or subplan in Harvard’s internal Student Information System (“SIS”) and, as applicable, to each international student’s profile in the Student and Exchange Visitor Information System database

¹ Harvard Schools use a variety of terms to refer to their programs and the subject-matter tracks or focus areas within them, including, for example “program,” “subject,” “concentration,” and “subconcentration.” This Policy uses the three terms “program” (referring to degree program), “plan” (area of concentration within the degree program, which may be expressed on a diploma), and “subplan” (a distinct academic track or area of focus within a “plan,” for which a School or academic department has established specific completion requirements), as these three terms align with data fields in SIS.

This Policy acknowledges the possibility that a School or academic department may craft distinct subplans that, while reported in SIS, may or may not be reported on diplomas. These subplans may be assigned distinct CIP Codes — including CIP Codes that are STEM-eligible as against other STEM-ineligible subplans within the same program or plan — provided first, that the requirements for such subplans are recorded by School Registrars and second, that the School verifies and records any particular student’s completion of subplan requirements.

(“SEVIS”) maintained by U.S. Department of Homeland Security. Data reporting to the Department of Education’s Integrated Postsecondary Education Data System will be consistent with and will reflect the CIP Codes assigned to students in SIS and SEVIS.

4. Application to New Programs, Plans, and Subplans. — The requirements of this Policy apply with equal force to the assignment of CIP Codes to a new academic program, plan, or subplan. Any such new development that the School would code as STEM-eligible is a STEM-Consequential Case requiring approval from the Standing Committee.

PROCEDURES

A department or program (“Requester”) seeking to change a CIP Code designation for a degree or certificate program, or for any plan or subplan within it, shall enter a change request as follows:

- The Requester shall draft a short document (the “Change Request”) that:
 - Identifies the program, plan, or subplan to be redesignated.
 - Identifies the existing CIP Code and the requested CIP Code.
 - Provides a justification for the change. Such justification should (1) explain whether the request arises from changes to the program, plan, or subplan; (2) include reference to required and elective coursework and/or completion requirements that relate to the requested CIP Code designation; and (3) provide any and all further information in support of the requested change. Additional helpful information may include CIP Code designations assigned to similar programs at peer institutions.
 - Explains any discrepancy between the preferred CIP Code and that of any similar course of study within another Harvard School.
- The Requester shall submit the Change Request to the School’s Registrar, who shall (1) ensure that the Change Request is complete and provides supporting documentation and, if so, (2) transmit the Change Request to the School’s Academic Dean or, in the case of changes at the Harvard College level, to the Dean of Undergraduate Education.
- The Academic Dean or Dean of Undergraduate Education, as applicable, shall determine whether the requested CIP Code designation is consistent with the academic content and requirements of the program, plan, or subplan in question.
- If the Academic Dean or Dean of Undergraduate Education, as applicable, so endorses the Change Request, such dean shall communicate the endorsement to the School’s Registrar, who shall in turn forward the Change Request to the Standing Committee, along with any materials disclosing and supporting the endorsement. The School’s Registrar shall forward these materials to the Standing Committee whether or not the Change Request presents a STEM-Consequential Case.
- If the Change Request does not present a STEM-Consequential Case, the CIP Code change will not require further approval from the Standing Committee. The School

Registrar shall record the CIP Code change, dated as of its approval by the Academic Dean or Dean of Undergraduate Education. The School's Registrar and HIO shall update all applicable student profiles in SIS and SEVIS, respectively, to reflect the change. The School's Registrar shall update the CIP Code in any local registration system ("Local System") it uses in addition to (or in place of) SIS.

- If the Change Request does present a STEM-Consequential Case, the matter must go to the Standing Committee for University-level review and approval. The Standing Committee's determination will be fully dispositive of the Change Request, which may not be renewed absent changes to applicable academic content or requirements. If the Standing Committee approves the STEM-Consequential Case, the School Registrar shall record the CIP Code change, dated as of its approval by the Standing Committee. The School's Registrar and HIO shall update all applicable student profiles in SIS, and SEVIS, respectively, to reflect the change, and the School's Registrar shall make conforming updates in its Local System, if any.

AMENDMENT

This Statement of Policy and Procedures may be amended at any time, with prospective effect, by the Office of the Provost or by a unanimous vote of the Standing Committee.