

UNIVERSITY-WIDE POLICY AND PROCEDURES **REGARDING CIP CODE ASSIGNMENTS**

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

BACKGROUND

The Department of Education has established a Classification of Instructional Programs (“CIP”) taxonomy of higher education, to “support[] the accurate tracking and reporting of fields of study and program completions activity.” Colleges and universities assign CIP codes to their programs and fields of study for reporting purposes. The Department of Homeland Security maintains a STEM Designated Degree Program List that uses the CIP code taxonomy. International students with F-1 visa status who earn degrees in programs and fields of study with CIP codes on the DHS STEM list are eligible for an additional 24-month “STEM optional practical training” work allowance in the United States.

POLICY

In order to ensure a most consistent and principled review of requests by academic programs or departments for the initial designation or redesignation of CIP Codes, the Office of the Provost makes the following statement of 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 and Analytics, 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 Designations. — A School may not effect an initial assignment of or change to a 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 the approval of, the Standing Committee.

For purposes of this policy, a “STEM-Consequential Case” is a case in which a School proposes either (1) to change a program, plan, or subplan’s CIP Code designation from a code

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,” and “subplan,” as these three terms align with data fields in SIS. This Policy further recognizes that Schools apply different considerations in their use of the “program,” “plan,” and “subplan” SIS fields, but in all cases “plans” are subvarieties within a more general “program,” and “subplans” are subvarieties within a “plan.”

not presently included on the Department of Homeland Security's STEM Designated Degree Program List to a STEM-eligible code on that list or (2) to assign a STEM-eligible code to a program, plan, or subplan in the first instance.

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 ("SEVIS") maintained by the 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.

PROCEDURES

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

- The Requester shall draft a short document (the "CIP Code Request") that:
 - Identifies the program, plan, or subplan to be designated or redesignated.
 - Identifies the existing CIP Code, if there is one, and the requested CIP Code.
 - Provides a justification for the requested designation. Such justification should (1) include reference to required and elective coursework and/or completion requirements that relate to the requested CIP Code designation; (2) in the case of a request to change an existing CIP Code, explain whether the request arises from changes to the program, plan, or subplan; and (3) provide any and all further information in support of the requested designation. 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 CIP Code Request to the School's Registrar, who shall (1) ensure that the CIP Code Request is complete and provides supporting documentation and, if so; (2) transmit the CIP Code Request to the School's Academic Dean or, in the case of a request made for programming 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 CIP Code Request, such dean shall communicate the endorsement to the School's Registrar, who shall in turn forward the CIP Code 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 CIP Code Request presents a STEM-Consequential Case.

NOTE: In cases where the CIP Code Request relates to a new academic program requiring approval from the Harvard Corporation, the CIP Code Request should be submitted to the Standing Committee as soon as possible after the Corporation has approved the program. Schools should consider completing their internal processes and determinations regarding what CIP Code to request before or in parallel with submitting the program for the Corporation's approval.

- If the CIP Code Request does not present a STEM-Consequential Case, the CIP Code designation will not require further approval from the Standing Committee. The School Registrar shall record the new CIP Code designation, dated as of its approval by the Academic Dean or Dean of Undergraduate Education. In the case of a change made to an existing CIP Code assignment, the School Registrar and HIO shall also 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 CIP Code 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 CIP Code 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 approved CIP Code designation, dated as of its approval by the Standing Committee. As above and as applicable, the School Registrar and HIO shall also 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.

TIMELINE

Requesters seeking decisions effective in the spring academic term should submit CIP Code Requests to the Standing Committee by November 15. Requesters seeking decisions effective in the Fall academic term should submit their CIP Code Requests by April 15.

- CIP Code changes for individual programs will be reported to the Department of Education ("ED"), for financial aid and other purposes, at the next available opportunity in the cycle of regular reporting. For example, federal aid reporting for individual students, which includes CIP Code designations, is made on a disbursement-by-disbursement basis. Accordingly, there may be interim periods wherein the most recent reporting to ED is not consistent with CIP Codes (and counts of CIP Codes) that are documented in University systems.
- Further, Registrars should not adjust CIP codes in SIS or their local system until the end of the academic term in which approval was granted. For example, if a CIP Code approval is granted during the Fall term, local systems and SIS should be updated after the Fall term has concluded and before the Spring term begins.

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.

Rev. November 9, 2023