Date: April 6, 2021

REQUESTOR CONTACT INFORMATION

Name	Pheng Xiong	Campus	Mnoa, UH
Title	University Registrar	Email	pxiong@hawaii.edu
Office/Dept	Office of the Registrar	Phone	808.956.5322

NEW PROGRAM CODE TO CREATE

Institution <Select an Institution>   Campus <Select a Campus>

Level <Select Level>   Effective Term _____

	Code (Max. Characters)	**Description**	**Check if requesting new code:**
College	(2) _____	_____	☐ See Banner form STVCOLL
Department	(4) _____	_____	☐ See Banner form STVDEPT
Degree/Certificate	(6) _____	_____	☐ See Banner form STVDEGC
Major	(4) _____	_____	☐ See Banner form STVMAJR
Concentration	(4) _____	_____	☐ See Banner form STVMAJR
Minor	(4) _____	_____	☐ See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

_____

Is this major/concentration code being used the same way at the other UH campuses?	☐ Yes	☐ No
Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*	☐ Yes	☐ No

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?	☐ Yes	☐ No
Is this program/major/certificate financial aid eligible?	☐ Yes	☐ No
Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? *See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html*	☐ Yes	☐ No

Program Length
(In academic years; decimals are acceptable.) The length of the program should match what is published by the campus in any online and/or written publication.

Special Program Designations   ☐ A ☐ B ☐ N ☐ P ☐ T ☐ U
See Special Program Designations Code Definitions on IRAO Program Code Request webpage

Required Terms of Enrollment   ☐ Fall   ☐ Spring   ☐ Summer   ☐ Extended

IRAO USE ONLY: DATE RECEIVED

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☐ **New Program Code**   ☒ **Replace Program Code**   Date: _____

REQUESTOR CONTACT INFORMATION

Name _____   Campus   MAN
Title _____   Email _____
Office/Dept _____   Phone _____

NEW PROGRAM CODE TO CREATE

Institution   MAN   Campus   MAN
Level   GR   Effective Term _____

	Code (Max. Characters)	**Description**	**Check if requesting new code:**
College	(2) 50	Graduate Division	☐ See Banner form STVCOLL
Department	(4) COMS	School of Communications	☐ See Banner form STVDEPT
Degree/Certificate	(6) PHD	Doctor of Philosophy	☐ See Banner form STVDEGC
Major	(4) CIS3	Communication & Info Science	☐ See Banner form STVMAJR
Concentration	(4)		☐ See Banner form STVMAJR
Minor	(4)		☐ See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

CIP code change from 09.9999 to 11.0401.

Is this major/concentration code being used the same way at the other UH campuses?   ☐ Yes   ☒ No

Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*   ☒ Yes   ☐ No

Rules Pertaining to Financial Aid and 150% Direct Subsidized Loan Limit Legislation

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?   ☐ Yes   ☒ No

Is this program/major/certificate financial aid eligible?   ☒ Yes   ☐ No

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?
See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html   ☐ Yes   ☐ No

Program Length
In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.   6 Years

Special Program Designations
See Special Program Designations Code Definitions on IRAO Program Code Request webpage
☐ A   ☐ B   ☒ N   ☐ P   ☐ T   ☐ U

Required Terms of Enrollment: ☒ Fall   ☒ Spring   ☐ Summer   ☐ Extended

Form modified: Oct 20208

EXISTING PROGRAM CODE TO REPLACE

Program Code	CIS-PHD	Program Description	Communication & Info Sc-PhD
Institution	UH Manoa	Campus	UH Manoa
College	50	Department	CIS
Level	Graduate		

Are current students "grandfathered" under the program code? ☒ Yes ☐ No

Should the old program code be available for use in Banner? ☒ Yes ☐ No

Effective [_____] **, old program code will no longer be available to admit or recruit students.**
Term (ie. Fall 2014)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective [_____] **, old program code will no longer be available to award degree to students.**
Term (ie. Fall 2014)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

ADDITIONAL COMMENTS

Update CIP code from "09.9999 Communication, Journalism, Related Programs, Other" to "11.0401 Information Sciences/Studies". Existing students will be grandfathered into the new CIP code. Stop out old CIP code effective Spring 2021. New CIP code effective Spring 2021.

ATTACHMENTS

BOR Approved: Associate, Bachelor and Graduate Degrees, and sole credential certificates

☐ BOR Meeting Minutes & Supporting Documents OR Memo with President's Approval, with cc to Vice President for Academic Planning and Policy.

☐ Curriculum

Chancellor Approved: Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree

☒ Memo from Chancellor to Vice President for Academic Planning and Policy regarding program action.

☐ Curriculum

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar (Print Name)	**Financial Aid Officer** (Print Name)	**For Community Colleges, verification of consultation with OVPCC Academic Affairs:**
Pheng Xiong	Jodie Kuba	Tammi Oyadomari-Chun
Pheng Xiong	*Jodie Kuba*	
Signature Date 04 / 07 / 2021	Signature Date 04 / 07 / 2021	Signature Date

UNIVERSITY of HAWAIʻI®
MĀNOA

December 2, 2020

MEMORANDUM

To: David Lassner
        President

VIA: David Lassner
        Office of the Vice President for Academic Planning and Policy

VIA: Michael Bruno
        Provost

VIA: Laura E. Lyons
        Associate Vice Chancellor for Academic Affairs

VIA: Aloysius Helminck
        Dean, College of Natural Sciences

VIA: Vance Roley
        Dean, Shidler College of Business

        V. Vance Roley
        Digitally signed by V. Vance Roley
        Date: 2021.03.11
        07:25:49 -10'00'

VIA: Denise Eby Konan
        Dean, College of Social Sciences

        Denise Eby Konan
        2021.03.02
        16:28:59 -10'00'

FROM: Jenifer Sunrise Winter
        Professor and CIS Graduate Chair

SUBJECT: REQUEST APPROVAL OF NEW CIP CODE FOR THE PHD IN COMMUNICATION & INFORMATION SCIENCES

SPECIFIC ACTION REQUESTED:
It is respectfully requested that the President approve a change in the Classification of Instructional Programs (CIP) code for the PhD in Communication & Information Sciences (CIS) from "09.9999 Communication, Journalism, Related Programs, Other" to "11.0401 Information Science/Studies."

RECOMMENDED EFFECTIVE DATE:
Upon approval.

ADDITIONAL COST:
None.

PURPOSE:
The current CIP code does not accurately reflect the curriculum of the CIS program. The STEM CIP code 11.0401 is an appropriate fit and would benefit our current students and expand employment opportunities for our graduates. In particular, this change will benefit international students who are funded by their governments to pursue STEM degrees and those seeking Optional Practical Training (OPT).

BACKGROUND:
This CIP code change was reviewed and approved by Vice President Don Straney in 2019, but due to a miscommunication, the formal approval memo was never submitted to the President. In an email dated March 27, 2019, Vice President Straney indicated, "Pearl and I looked at the description of the codes and 11.0401 is appropriate. We are at a loss as to why the generic 09.9999 was used as UH very rarely uses it. We will authorize the change. I note the department wishes it to be implemented before the end of the semester." As is evidenced in this message, this CIP code change was urgent then, and remains so today. International students currently enrolled the CIS Program will soon seek opportunities for Optional Practical Training (OPT), and prospective international CIS applicants with government-provided funding note the current designation keeps CIS off the list of programs supported by their governments.

ACTION RECOMMENDED:
It is respectfully recommended that the President approve a change in the Classification of Instructional Programs code for the PhD in Communication & Information Sciences from "09.9999 Communication, Journalism, Related Programs, Other" to "11.0401 Information Science/Studies."

APPROVED/DISAPPROVED:

David Lassner (signature)

Digitally signed by David Lassner
Date: 2021.03.25 08:36:59 -10'00'

David Lassner   Date
President

cc: Pheng Xiong, University Registrar
        April Nozomi Goodwin, Director of Program Development and Review

TITLE		CIP Code for PhD in Communication and Information Sciences...
FILE NAME		CIP Code for PhD ... Request Form.pdf
DOCUMENT ID		2238e4c47f19f849a7a6297f89c1e5f7fe0fead5
AUDIT TRAIL DATE FORMAT		MM / DD / YYYY
STATUS		● Completed

Document History

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