

## **NAME CHANGE OF AN EXISTING GRADUATE DEGREE PROGRAM**

### **I. Purpose and Scope**

These procedures describe the steps required to change the name of an existing graduate degree program. The process described here applies only when the name change does not also involve a fundamental change in the nature of the graduate degree program and the graduate degree program does not require substantial new resources. (If either condition pertains, particularly a fundamental programmatic change, consult the relevant academic dean and assistant dean of the Graduate Division.) A name change that does not involve a substantive change in the nature of the graduate degree program or require substantial new resources is called a “simple” name change. All simple name changes of graduate degree programs shall be made according to these procedures.

At each step of the review process, certification is made that the proposal is, in fact, a simple name change.

### **II. Authority and Coordination**

- A. The Faculty Legislature has authority for final approval of a proposed name change upon approval of the Graduate Council, in consultation with the faculty executive committee (FEC) of the college or school offering the program.
- B. The Graduate Division is the coordinating office for proposals for graduate program name changes.

### **III. Procedures for a Name Change of an Existing Graduate Degree Program**

Note that the process is described as though the degree program were offered by one UC campus only. If it is a joint degree program, the other participating campuses or higher education institutions must also approve the name change and confirm that it does not signal a fundamental programmatic change or need for substantial new resources. At every level, approval implies affirmation that the proposal represents a simple name change, with no associated fundamental change in the nature of the degree program or any need for substantial new resources.

- A. The initiators consult with the chair of Graduate Council and dean of the Graduate Division who will determine if the proposal constitutes a simple name change, in consultation with the academic dean and Coordinating Committee on Graduate Affairs (CCGA) chair or coordinator-program review.
- B. The initiators submit the proposal for a simple name change to the chair of Graduate Council, who forwards the proposal with a request for comments to the dean or provost, the FEC of the school or college offering the program, and the dean of the Graduate Division.
- C. Any comments from the dean, provost or FEC are submitted to Graduate Council, which reviews the proposed name change within the context of existing campus programs. The chair of the Graduate Council forwards a copy of the proposal and any comments to the executive vice chancellor (EVC) for review and consultation with the chancellor.
- D. If the Graduate Council approves the proposed simple name change, the chair of Graduate Council informs the chair of the Academic Senate for action by the Faculty Legislature.
- E. The chair of the Senate informs the chancellor that the proposal is ready for final action and requests the result of the administrative review. Upon notification of the chancellor's action (endorsement or not), the chair of the Academic Senate places the proposed name change on a Faculty Legislature agenda. The action of the Faculty Legislature is transmitted to the chancellor,

EVC, the initiators, the FEC of the college/school offering the program, the Graduate Division, the campus registrar, and the Office of Budget and Planning (BAP).

- F. The action is reported systemwide to the chair and analyst of the CCGA and the coordinator-program review in the Office of the President.

Endorsed: Executive Vice Chancellor, 3/12/04

Approved: Executive Council, 2/24/04

Faculty Legislature, 3/4/04

## **APPENDIX**

### **Proposal Format for Simple Name Change of a Degree Program**

Proposals for a simple name change of a degree program should address the following points:

1. What is being proposed, and the effective date for the proposed change.
2. The rationale for the change. If the proposed new name better reflects the curriculum, what are the curricular changes that resulted in or prompted the name change, and when did those changes occur? If the name change reflects no change in the curriculum, but reflects changes in the way the discipline is perceived, please provide detailed information in terms that a person not in that discipline can understand.
3. Resource implications or requirements as a result of the name change. If there are none, please so state.
4. The vote of the faculty offering the degree program.
5. Whether the name change also requires a change in the prefix of course listings for the program in the Catalog. (If so, please state what it should be (consult the Associate Registrar), and be aware that some students will have both identifying prefixes on their transcripts.)