

NAME CHANGE OF AN EXISTING UNDERGRADUATE DEGREE PROGRAM

I. PURPOSE AND SCOPE

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

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

II. AUTHORITY AND COORDINATION

- A. The Faculty Legislature has final authority for approval of a proposed simple name change upon approval of the Undergraduate Council, in consultation with the faculty executive committee (FEC) of the relevant college or school.
- B. The Academic Senate office coordinates the review of the proposal.

III. PROCEDURES

1. The initiators consult with the staff analyst of the Undergraduate Council to determine whether the proposed action is for a simple name change.
2. The initiators submit an electronic or three paper copies of the proposal for a simple name change to the chair of the Undergraduate Council, describing the rationale for the request and certifying that there is no associated substantive change in the nature of the degree program, nor any need for new resources.
3. The Academic Senate office sends copies to the relevant dean/provost and the FEC with a request for comments. Any comments from the dean, provost or FEC are submitted to Undergraduate Council, which reviews the proposed name change within the context of existing campus programs. .
4. If the Undergraduate Council approves the proposed simple name change the chair of Undergraduate Council informs the chair of the Academic Senate for action by the Faculty Legislature.
5. The chair of the Senate sends the proposal and supporting documentation to the chancellor and informs him/her that the proposal is ready for final action and requests the result of the administrative review. The chancellor (or designee) send his/her final action (endorsement or not and any comments) on the proposed name change to the Senate chair. The proposal and documentation are placed on a Faculty Legislature agenda for final action. The action of the Faculty Legislature is transmitted to the chancellor, EVC, the initiators, the relevant FEC, the campus registrar, and the Office of Budget and Planning (BAP).
6. The campus action is reported in a monthly report to the Office of the President by the director, Institutional Research and Planning, BAP.

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 programs should include/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 those changes occurred. 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.