

UNDERGRADUATE OR GRADUATE DEGREE PROGRAM NAME CHANGE

At Program Level (sequence to be determined by Program):

- Proposal is approved by program faculty
- Director of the Program/Department Chair submits rationale and justification of the name change to the Academic Senate for review.

At Senate Level:

- Proposal is reviewed by CEP (lead council if undergraduate program) or Graduate Council (lead council if graduate program) and relevant Councils as determined by Senate Chair.
- Other Councils submit reviews to CEP or Graduate Council and Senate Chair.
- After the Councils' review, the proposal is submitted to the Cabinet for endorsement.

Please note that a program name change typically requires completion of several administrative steps, including requesting a new major code from UCOP, creating a new subject code for course scheduling, building out a new program in CIM programs, and managing the disestablishment of the previous major code.

Definition:

Simple Name Change: Is sought in order to accommodate popular and accepted changes in the nomenclature of an academic field or discipline (e.g., updated terminology used by current scholars in that area). A simple name change may not be used to accommodate substantial curricular changes or resource requirements of a program. Any substantial curricular changes or resource requirements must be reviewed as program modifications.

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)

With electronic copy to (for undergraduate programs):

- Vice Provost, Teaching & Learning and Dean, DUE
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CEP Chair, CEP Analyst, Cabinet Analyst

With electronic copy to (for graduate programs):

- Vice Provost, Graduate Education and Dean, Graduate Division
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Director of Academic Initiatives, Graduate Division
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, GC Chair, GC Analyst, Cabinet analyst