**NAME CHANGE FOR DEGREES**

Suggested Memo Outline:

Department rationale for the name change should include the following:

1. **Name of the campus** submitting the request.
2. **Current and proposed title** of degree program.
3. Brief **description** and history of degree
4. **Rationale** for Name Change: The proposal may address disciplinary convention, recruitment issues, employer concerns, or titles used at other CSU campuses or at public or private institutions across the country, for example:
	1. **Academic standards:** Data from other Colleges/Universities and CSU departments that have changed names due to more current understanding of a subject of discipline. For example, the change from Foreign Languages to World Languages because the term ‘foreign’ has a different connotation than it did 20 years ago. Another possibility is that the department now includes another degree and the department wants the name to reflect that change. Data from professional organizations within the discipline (if available) regarding name change.
	2. **Industry standards:** Corporate understanding of terminology is not necessarily academic understanding of a degree name. For example, the Corporate Financial Management degree is not understood by many companies to include an accounting component. Documentation may include letters of support from companies/organizations within the field.
		1. Include a table listing the CSU campus degree requirements and degree requirements from comparable CSU programs or programs from other US institutions.
	3. **Survey of students:** Students often have strong opinions about their degree names. For example, students in the Corporate Financial Management degree asked that the name be changed to include accounting as they felt they were not always competitive for positions based upon the name of the degree. These surveys may be formal or informal.
	4. **Data** on how the new name relates to the coursework and faculty expertise.
5. Copy of the **department meeting minutes** to show faculty support for the new name, including if alternative names were discussed
6. **Letters of support** from other departments/programs if the name change includes words that impact other areas. For example, if Communication Studies wanted to change their name to Communication and Media Studies, they would need to contact Journalism and Art and discuss their proposal prior to submitting the request to the UGS Committee.
7. **CIP and CSU Degree Codes**
	1. Consult with the Curriculum Office on current CIP code and list of CSU approved codes
8. **Program Catalog** information
9. An **Curriculum Map** identifying the planned assessment for the concentration. It is **recommended** to complete the CSU Chancellor’s Office (CO) template: [Curriculum Map Template](https://www2.calstate.edu/csu-system/administration/academic-and-student-affairs/academic-programs-innovations-and-faculty-development/Documents/CurriculumMapMatrixTemplate.docx).