Guidelines for Department or Degree Name Change

Department rationale for the name change should include the following:

1. Academic standards:
   a. 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.
   b. 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.

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. 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.

If a department will be changing any of the academic org information, a formal request will need to be completed for CMS. Please visit the following site for the more information and form. http://www.sjsu.edu/finance/forms/forms_by_dept/budget_forms/index.html