

## **Procedures for the Approval of Name Changes San Francisco State University**

Requests for approval of name changes in the academic area on campus are typically of three types:

- Change in the name of a department
- Change in a set of course prefixes
- Change in the title of a major, minor, concentration, or certificate program

As each of these requires a different approval process, each process will be described below:

### **Change in the name of a department**

A request for a name change originates with the relevant faculty and, as appropriate, follows relevant Academic Senate guidelines as found in “Policy Resolution on the Designation of Colleges and the Redefinition of Schools and Departments” [S94-190] and “Academic Senate Principles Regarding Academic Reorganization” [S92-178].

- Typical requests may stem from:
  - Two departments wishing to merge
  - One department wishing to split into two
  - An existing department seeking a new name
- Faculty members draft a request that must include a rationale for the name change. Following departmental approval, the request is forwarded to the college dean.
- The college dean reviews the request and consults with appropriate units within the college. The dean also notifies the Academic Affairs Council to determine any possible conflicts. At this stage, every attempt should be made to resolve all conflicts. If conflicts cannot be resolved at this point, they should be explained in the dean’s request to the Provost.
- The dean forwards the request to the Provost with a recommendation.
- The Provost consults with the Academic Affairs Council regarding the request.
- If approved by the Provost or designee, the change takes effect at the start of the next academic year.
- The change is sent to the Academic Senate as an information item.

### **Change in a set of course prefixes**

- Faculty members responsible for the affected curriculum, through their regular departmental or programmatic procedures, request a change, which is then forwarded to the dean of the college.

- If the college dean approves the change it is forwarded to the curriculum coordinator in Academic Affairs.
- The Academic Affairs curriculum coordinator checks with the Chancellor's Office to see if the change is acceptable.
- The request is reviewed by CRC for recommendation.
- If approved, the change takes effect at the start of the next academic year.
- The change is sent to the Academic Senate as an information item.

### **Change in the title of a major, minor, concentration, or certificate program**

Changes to the titles of any university-approved academic programs (i.e., degrees, concentration, minors, certificates) are considered curricular changes and, as such, are the province of the university faculty through its Academic Senate. Thus, for such changes to take effect:

- Program faculty propose the title change (with or without changes in the curriculum itself), providing a rationale with the proposal. The rationale should include a list of degree requirements, and degree requirements from comparable CSU programs or programs from other US institutions. The rationale may address disciplinary convention, recruitment issues, employer concerns, or the titles used at other CSU campuses or at public or private institutions across the country.
- The college dean reviews the request and consults with appropriate units within the college. The dean also notifies the Academic Affairs Council to determine any possible conflicts. At this stage, every attempt should be made to resolve all conflicts. If conflicts cannot be resolved at this point, they should be explained in the dean's request to the Provost.
- The college dean submits a request, together with the appropriate routing sheet to the Academic Planning curriculum coordinator.
- The curriculum coordinator consults with the Associate Vice President for Academic Planning and Educational Effectiveness and, as appropriate, with the undergraduate and/or graduate dean and the Chancellor's Office.
- Degree title changes, if approved by the senate and Provost will be forwarded to the Chancellor's Office for final approval and date of implementation.
- Other program titles, after approval by the Academic Senate and Provost, will take effect at the at the start of the next academic year.

Approved by the Academic Affairs Council  
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