1.4.1 Academic Programs and Departments Name Change Procedures

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1. Purpose and Scope
These procedures describe the steps required to change the name of an academic program or department. This procedure must be followed to ensure both approval and effective notification of the campus units responsible for recording organizational name changes.

2. Authority and Coordination
a. This procedure applies to all academic programs and departments that are listed in the Academic Program Review Calendar at http://www.stmarys-ca.edu/faculty-governance/program-review-committee/calendar.
b. The Provost is the final authority for academic name change approval.

3. Procedures
a. The academic program or department obtains approval from the appropriate Chair, Director, and/or Dean to begin the process of seeking a name change.
b. The academic department or program is expected to consult with other academic departments, schools, centers, and administrative units (e.g. Library, IT, Admissions) that either might be affected or have significant concerns or advice. Any identified issues should be included in the Consultation section of the Academic Name Change Proposal Form.
c. The academic unit submits an Academic Name Change Proposal Form identifying the requesting program or department, the proposed name change, the rationale, and the consultation process to the appropriate Dean or Vice Provost.
d. The Dean or Vice Provost reviews the request and, if approved, submits it with a recommendation to the Academic Senate Committees charged with reviewing academic curricular changes, either the UEPC or the GPSEPC or both, as appropriate. As with curricular changes, the Committees should consider academic redundancy and the broader ecology of programs offered at the college.
e. The UEPC or GPSEPC may seek additional input within the college. The Committees will document any concerns and send them forward with their findings and recommendations to the Academic Senate. The Senate will send its recommendation to the Provost.
f. The Provost will communicate the final decision to the department or program and to the Academic Senate in writing.
g. If approved, the lead administrator’s office (school dean or vice provost) will distribute a copy of the written approval to the following offices and organizations:
   i. President’s Cabinet
ii. Human Resources
iii. Budget & Finance
iv. Information Technology
v. College Archives
vi. Office of Institutional Research
vii. Campus Communications
viii. Academic Affairs Leadership Team
ix. Admissions