



## University Policy Statement

### UPS 100.601

## NAME CHANGES OF ACADEMIC UNITS

### I. PREAMBLE

As academic units and academic programs evolve and follow new directions, redesignating their names to better reflect their curricular missions is deemed an appropriate practice. Information described below only addresses changes to the name or title of an academic unit. Changes to the Classification of Instructional Programs (CIP) codes or to the title of a program requires a separate process involving WSCUC approval. Academic units are encouraged to confirm the accuracy of their current CIP codes.

### II. PROCEDURES

- A. Any member of an academic unit may recommend to its faculty that the academic unit be renamed to better reflect its/their curricular and professional missions.
- B. Within an academic unit's guidelines for governance, such a proposal shall come forward to its entire faculty for consideration and recommendation and be formally voted on by its full-time faculty. A formal proposal for the name change shall be prepared that describes the rationale for the proposed changes. Proposers shall consult with representatives of academic units that might be affected by the new title and provide evidence of such consultations.
- C. The proposal shall be forwarded to the college curriculum committee, for review and forwarded to the college dean together with a recommendation that may be approval, rejection, or other actions. The college dean shall further consult with the deans of all other colleges of CSUF regarding the name change. The recommendation of the proposing college dean and evidence of consultation shall be forwarded to the Provost or their designee and the Chair of the Academic Senate.
- D. The Chair of the Academic Senate shall forward the proposal to the University Curriculum Committee or the Graduate Education Committee, as appropriate, announce the proposal to the university community, and invite its members to submit comments, concerns, and challenges in writing to the Chair of the Academic Senate within 30 calendar days after the announcement. At the end of the 30-day period, the Chair of the Academic Senate shall transmit all comments, concerns, and challenges to the University Curriculum Committee or the Graduate Education Committee.
- E. If there is no challenge to the name change proposal, then the University Curriculum Committee or the Graduate Education Committee, taking into account all comments and concerns received from the university community, shall submit a recommendation, which may include approval, disapproval, or other actions, to the Chair of the Academic Senate for Senate action. The Academic Senate shall then forward its recommendation to the President for their decision.

- F. A challenge is a formal request to disapprove a name change proposal on specific grounds. A challenge shall be sponsored by an academic unit and submitted to the Chair of the Academic Senate. In the event of a challenge, the parties involved are encouraged to undertake steps to resolve the issue.
- G. If the issue is not resolved and the challenge remains, then the University Curriculum Committee or the Graduate Education Committee, as determined by the Senate Executive Committee, shall hold an open hearing to provide an opportunity for public discussion. This hearing shall be convened no later than 30 calendar days after the end of the period for the submission of comments, concerns, and challenges. The open hearing shall be announced by the Chair of the Academic Senate to the university community no less than 15 calendar days before the date of its convening.
- H. Having taken into account all the comments, concerns, and challenges expressed prior to and during the open hearing, the University Curriculum Committee or Graduate Education Committee shall submit a recommendation, which may include approval, disapproval, further consultation, or other actions, to the Chair of the Academic Senate within 15 working days of the hearing. The Academic Senate shall then forward its recommendation to the President for their decision.
- I. An academic unit may withdraw or modify its name change proposal at any stage in the process.
- J. Name changes must be approved by WSCUC and applicable discipline accrediting bodies.
- K. Name changes must be communicated to the Chancellor's Office by the appropriate AVP office.

Source: University Curriculum Committee.

**EFFECTIVE DATE: December 19, 2025**  
Supersedes UPS 100.601 dated 5-12-17  
and ASD 16-154