

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**POLICY NO: 1022****POLICY ON DEPARTMENT NAME CHANGE REQUEST**

Academic departments that wish to change their current name should first receive permission from the dean of the college in which the department resides. Department chairs should make the initial request by memo, and deans should provide a response in writing within ten working days either authorizing the start of a consultation and review process or denying the request.

If denied, departments do not have the right to appeal this decision. They may request reconsideration after the passage of one calendar year.

If accepted, the department should notify the campus and community of its intention to change its name. This notification should include:

- A posting on the department website of the intended change. This notification should invite comments from interested parties by email or phone.
- A memorandum that describes the proposed change that the department sends to all other departments in its college and to the Dean's Offices in other colleges.
- A memorandum to the Office of Academic Programs that notifies the associate vice presidents with authority over Faculty Affairs, Undergraduate Affairs, Graduate Affairs (if the department has one or more graduate programs), and Student Success.
- A memorandum to the Vice President of Administrative Affairs, the Vice President of Student Affairs, and the Vice President of Information Technology.

The memoranda should request comments about the potential impact of the name change on operations under the authority of those notified. The department should allow a period of three months for study and comment in the wake of these notifications.

After the issuance of notification to the campus, the department must conduct consultation with current students and alumni. This will require, at a minimum, an emailed survey asking students and recent graduates their opinion of the proposed name change.

The department shall gather the reactions that it receives from its notifications and consultations and record them in a summary report that describes the range of and the number of responses received (the lack of response from campus authorities will represent acquiescence). The department chair (or designee) shall submit a formal referral to request a change of the department name for consideration to the Vice-Chair of the Academic Senate. This referral shall



include a cover memo that explains the reason(s) for the request, details regarding all of the completed notification steps, the summary report, and the results of the consultations.

If the request is subsequently adopted by the Academic Senate and approved by the President, the Office of Academic Programs will notify university authorities and set in motion the administrative process of changing the department's name in all databases, electronic files, reports, media, and other official sources of information.

If the request is denied, the department may not file a subsequent request until the passage of two calendar years.