**Changing a Degree Title**

# Background

In support of the trustee policy prohibiting proliferation of degree terminology, campuses are required to obtain Chancellor’s Office approval before implementing a title change, reporting code, or degree designation (MA, BFA, etc.) for an existing degree program.

Using a master list of degree programs and reporting codes, campuses report to the Chancellor’s Office data on applications, enrollments, and degrees granted in degree programs. To ensure consistent record keeping, campuses use the same pairings of generic systemwide degree program titles and corresponding reporting codes.

The required curriculum for each CSU degree program title (and level) is roughly comparable across the system and reflects the Classification of Instructional Programs program definition for each CIP code. Campuses are allowed to use a slightly different campus-specific title, as long as it is reasonably similar to the official title. The program codes, however, remain the same across the system. The CSU Degrees Database has fields for the official “generic” CSU title and a campus-specific title.

**To propose a title change**

The following information must be included:

1. Rationale for the proposed title change,
2. Table listing the CSU campus degree requirements and degree requirements from comparable CSU programs or programs from other US institutions.

There is no prescribed format for the title-change rationale, but the proposal may address disciplinary convention, recruitment issues, employer concerns, or titles used at other CSU campuses or at public or private institutions across the country, for example. The Master Plan and longstanding Trustee policy discourage the proliferation of degree titles and degree terminology, so these proposals are evaluated carefully.

Upload a completed proposal to the CIM Program Management P-form prior to submission into workflow review and approval processing.