# CSULB – Change Title of a Program Option

**Academic Programs Office**

**Please compose a memo with the following information.**

* Original Title of the Option and Requested New Title of the Option
* Mission of the Academic Unit:
  + How does the proposed name more clearly fit the mission of the academic unit?
  + Does the change reflect a change in the unit’s mission?
  + Are you requesting a CIP/CSU Degree code change, or an Academic Plan code change?
* Curricular Implications:
  + Does the new name reflect past changes in the curriculum?
  + Does it reflect plans for future curriculum changes?
  + EO 1071 – 51% of the Major Core Requirement -- confirm the amount and percentage of discipline major units in the degree (common core amongst options).
  + Do any planned changes impinge on other academic units?
    - If so, what are the plans for avoiding unnecessary duplication?
* Effect on University:
  + How will the new name assist students in finding the program they need?
  + How does the new name make clear the differences between the academic unit and others in the University?
  + What is the teach out plan for students currently enrolled in the program?
* Comparisons:
  + What names are used for comparable units in other Universities in the CSU System and nationwide?