PROCEDURES FOR THE REVIEW AND APPROVAL OF DEGREE TITLE CHANGE

The degree *title* refers to the field in which the degree is awarded (e.g., Engineering, Phrenology).

Replacing an obsolescent degree title with a more appropriate one requires RACGS approval. Replacing a disciplinary degree title (e.g., engineering) with a sub-disciplinary degree title (e.g., electrical engineering) may require review as a new degree program derived from an existing sub-discipline. Replacing a sub-disciplinary degree title with a disciplinary degree title requires review as a new degree.

The proposal to change a degree title should include a narrative statement that addresses, in no more than three pages (exclusive of appropriate attachments), why the change is being proposed as well as justification for the change.

The proposal goes through KSU’s review process (department/school, academic college, EPC Graduate Council, Faculty Senate and the Board of Trustees). If approved, the Dean of Graduate Studies sends the proposal to the Chancellor’s Office (the Chancellor may seek the advice of RACGS in this process). If there are no substantive concerns, the title change will be included as an information item on the agenda of the next RACGS meeting and is considered approved.

If substantive concerns are raised, a document responding to each concern should be prepared. The Dean of Graduate Studies will send the response document to the Chancellor’s Office and RACGS members. If the Chancellor’s Office and/or RACGS members continue to have concerns, the proposal will be discussed and voted on at the next RACGS meeting. Approval requires an affirmative vote from two-thirds of all members in attendance, with the stipulation that no program will be approved with less than 8 “yes” votes.