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| <b>Title: College or Department/School Name Change</b> | <b>Policy No: 3.1</b>  |
| <b>Category: Academic Administrative Processes</b>     | <b>Effective: Fall 1998</b><br><b>Effective with revisions Fall 2004</b> |

**Policy Statement:** Name change requests are to be based on national trends, academic programmatic changes, or for other reasons as appropriate.

**Background:** Prior to October 1998 no formalized standard procedure for changing the name of a college or department/school existed.

**Purpose:** Provide policy and procedures for requesting a department/school or college name change.

**Implementation Date:** Fall 2004

**Related Procedures:**

1. The department chair/school director or dean will initiate, in memo format, a name change proposal. The proposal will include the following: proposed name change, rationale (documentation of need), resources, and student impact.
2. The dean will coordinate the proposal within the college with faculty input.
3. If supportive, the dean will forward the proposal, including the appropriate documentation, to the Office of Academic Affairs.
4. The Office of Academic Affairs will present the proposal to the Academic Affairs Leadership Team for review and comment.
5. If approved by the provost, the Office of Academic Affairs will coordinate the approval process with the president and other governing bodies.
6. When a name is approved, the department/school or college is responsible for initiating appropriate corresponding name changes for associated programs, course titles, descriptions, prefixes, budget accounts, and personnel records.

**Coordinating Offices:**

**Academic Affairs Point-of-Contact:** Vice Provost/Associate Vice President of Academic Affairs

**Policy approved by the Vice President for Academic Affairs on January 25, 2000.**

**Policy revision approved by the Provost/Vice President for Academic Affairs on October 25, 2004.**

**Key Words:** Department/School, Name Changes, College