Department Name Change

1. The proposal to change the name of an academic department should be endorsed by the Dean and submitted to the Office of the Provost. The annual submission deadline to ensure the next academic year bulletins reflects the change is December 1.

2. The proposal should provide a detailed rational for the department name change and how the proposed name change will improve the college, department and associated programs. Included in the proposal should be an assessment on how enrollment, other departments within the college, and areas external to the college will be affected.

3. Department name change proposal will be reviewed by the Academic Planning Team, the University Board of Undergraduate Studies, the University Board of Graduate Studies and Office of the Registrar. The Provost will approve all department name changes and the University Academic Senate will be informed of the change.