Academic Department and Program Name Changes: Approval Process

Process and Rationale: A proposal to change the name of a UVM department or program is initiated within the unit in question and is subsequently approved by the college or program curriculum committee and the dean. It is then transmitted to the Faculty Senate via the Provost's Office and is reviewed by the Senate Curricular Affairs Committee. Historically name-change proposals were approved by the Senate and then by the President and the Board of Trustees. However, in 2009 the Board delegated its authority in such matters to the President. It is now unclear where the review process stops. (Is it with the Curricular Affairs Committee, who then reports the action to the Senate? This is how substantial changes to programs are reviewed under the Appendix B process. Alternatively, should name changes come to the full Senate for a vote, as new program proposals do?) This document clarifies the process around name changes and establishes policy governing such actions.

Proposed Approval Process: We propose that henceforth department and program name changes as well as the names of majors, minors, and tagged degrees be approved by the Curricular Affairs Committee, the Faculty Senate Executive Council (FSEC), and the Faculty Senate. The President of the University will consider the action following approval at the previous levels.

Actions to be taken by the Department Initiating the Change:

1 – Determine at the Department/Program level the names that are to be changed. Changes could include:

   Name of Department or Program
   Name of Major
   Name of Minor
   Name of Tagged Undergraduate Degrees
   Name of Tagged Graduate Degrees
   Subject Prefix

2 – Clear the proposed changes with the Registrar's Office before department- or program-level action is taken. This is to ensure that the proposed new name/prefix hasn't been used in the past.

3 – Obtain departmental- and college-level approval of the proposed name change; submit approved request to the Faculty Senate via the Associate Provost for Curricular Affairs.

4 – Obtain Curricular Affairs Committee, Faculty Senate Executive Council, and Faculty Senate approval of the name change. Proposed changes must be approved by the Faculty Senate by its last meeting of the fall semester (usually early December) to be effective the following academic year.
5 - The Faculty Senate Office will send a transmittal form to the President's Office. Once the President and Provost have signed the transmittal, notify the Registrar's Office. The new name will be entered in the student information system (e.g., Banner) and, as appropriate, the new subject prefix will be created in the student information system and the catalogue management software (e.g., CourseLeaf).

6 – For Subject Prefix Changes:
   A - A spreadsheet must be created to map each course under the old prefix to the new prefix. Some courses may be deleted and not replaced with the new prefix; some courses may receive a new number in addition to the new prefix; and some courses may retain their number under the new prefix. (See sample spreadsheet at the end of this document).
   B - The spreadsheet should be attached to one of the electronic Course Action Forms (CAFs) in the catalogue management software.
   C - All of the courses with the existing prefix must be deleted (via CAFs in the catalogue management software).
   D - New courses must be created with the new prefix (via CAFs in the catalogue management software).
   E - The deleted and new courses must be submitted to the catalogue management software in pairs: a course under the old prefix cannot be deleted until its counterpart in the new prefix has been created.
   F - Courses in other departments that include courses with the old prefix in their pre- or co-requisites or cross-listings must be updated via CAFs in the catalogue management software. The department initiating the prefix change should initiate these CAFs.
   G - Course changes that are limited to re-numbering or prefix changes will not be submitted for the public review period of the Course Action Process.
   H – Confirm that the correct course list (driven by subject prefix) will display in the next version of the Catalogue.

7 – For Department/Program, Tagged Degree (Graduate and Undergraduate), Major, Minor Name Changes:
   Update names in the Catalogue
   Department/Program Names:
     - on left-hand navigation bar for the college/school
     - on the department/program page

   Tagged Degree Names:
     - on the department/program page (major tab)

   Major and/or Minor Names:
     - on the University list of majors/minors
     - on the college list of majors/minors
     - on the department list of majors/minors (major and minor tab)
8 – Notify other Administrative Offices as appropriate including Admissions, Student Financial Services, the Office of Institutional Research, the Business Process Re-engineering Team (for PeopleSoft updates for department name changes), and University Communications (the web team).

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing Prefix and Number</th>
<th>New Prefix and Number</th>
<th>Delete (no part in new curriculum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of the Babylonian Empire</td>
<td>AAA 001</td>
<td>BBB 001</td>
<td></td>
</tr>
<tr>
<td>History of the Roman Empire</td>
<td>AAA 002</td>
<td>BBB 002</td>
<td></td>
</tr>
<tr>
<td>History of the Byzantine Empire</td>
<td>AAA 003</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>History of the Ottoman Empire</td>
<td>AAA 004</td>
<td>BBB 050</td>
<td></td>
</tr>
<tr>
<td>History of the British Empire (new course)</td>
<td></td>
<td>BBB 123</td>
<td></td>
</tr>
</tbody>
</table>