

Guidelines for Academic Department and Program Name Changes

Name changes for departments and programs must undergo the appropriate unit-level review and approval steps; graduate program name changes must also be approved by the Graduate College Dean. Following unit-level approval, the Dean's office should send the proposal to the Associate Provost for Academic Affairs who will review and forward it to the Faculty Senate Office. Name changes are then reviewed and voted on by the Senate Curricular Affairs Committee (CAC), and must subsequently be approved by the Faculty Senate and President's Office. Details related to proposal requirements, specific steps of the approval process, and subsequent steps to be taken by the initiating department/program are described below. **Important dates are highlighted in red.**

Proposal Requirements

All proposals must include 1) a clear description of all requested change(s), and 2) justification/rationale for the proposed change(s). Before preparing a proposal, consult with the Registrar's Office to ensure that the proposed name/prefix has not been used in the past. Changes could include:

- Name of Department or Program
- Name of Major/Minor/Graduate Program
- Name of Tagged Undergraduate/Graduate Degree
- Name of Certificate (Post-Baccalaureate, CE Academic, Undergraduate)
- Subject Prefix

All changes must be specifically requested; for example, changing a departmental name does not automatically change the subject prefix, major, or graduate degree name. If the requested name is similar to an existing department/program, memos/emails of support should be obtained from the department/program. In addition, proposals for department name changes that will result in multiple departments and subject prefix changes should include the information indicated below.

Department Name Changes (if the change involves two or more departments):

- a list of faculty who should be assigned to each department
- a list of courses that should be assigned to each department

Subject Prefix Changes:

A spreadsheet must be created to map each course under the old prefix to the new prefix. Courses can retain their number under the new prefix, receive a new number in addition to the new prefix, or be deleted. (See sample spreadsheet below.) Once the change(s) is/are approved, Course Action Forms (CAFs) must be submitted via CourseLeaf to delete all courses with the previous prefix; separate CAFs must be submitted to establish courses with the new prefix (see Subsequent Steps section below).

Course Title	Existing Prefix and Number (Terminate Course)	New Prefix and Number	New Course in New Prefix	Delete (no part in new curriculum)	Crosslist With
History of the Babylonian Empire	AAA 1000	BBB 1000			
History of the Roman Empire	AAA 1002	BBB 1002			CCC 1002
History of the Byzantine Empire	AAA 1003			X	
History of the Ottoman Empire	AAA 1004	BBB 1050			
History of the British Empire			BBB 1123		

Approval Process

- 1) Obtain departmental- and college-level approval of the proposed name change(s), including the Graduate College for graduate programs.
- 2) Submit to the Associate Provost for Academic Affairs who will review and transmit it to the Faculty Senate office.
- 3) Proposals will be circulated for public comment a minimum of 15 days prior to being discussed and voted on by the CAC. Following CAC approval, the proposed name changes(s) will be voted on by the Faculty Senate. *Name changes must be approved by the Faculty Senate by its last meeting of the fall semester (usually early December) to be effective the next academic year.*
- 4) The Faculty Senate Office will send a transmittal form to the President's Office. Once the President and Provost have signed the transmittal, the President's Office will notify the Registrar. Per the appropriate timeline, the Registrar will enter the new name in Banner and, as appropriate, the new subject prefix in CourseLeaf. Name changes go into effect based on when they are approved. If approved by the last Faculty Senate meeting of the fall semester (typically in December), the change will appear in the Catalogue for the next academic year. Changes approved after December will appear in the Catalogue following the next academic year.

Subsequent Steps to Be Taken by the Initiating Department/Program

For subject prefix changes, the department/program must **submit all necessary Course Action Forms (CAFs) to the Provost's Office before February 15**. For department/program name changes, **name(s) should be updated in the Catalogue following approval by March 30**. When change(s) is/are effective, the department/program should also update the name(s) on their website.

Course Action Forms (must be submitted to the Provost's Office before February 15)

- CAFs to delete and create a course with the new prefix must be submitted in pairs; a new prefix cannot be assigned until the old course entry is removed.
- The CAFs should be submitted in the same time frame (i.e. not spread out over many weeks).
- The spreadsheet submitted with the proposal (see Proposal Requirements section above) should be attached to at least one of the CAFs.
- 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 CourseLeaf. The department initiating the prefix change should initiate these CAFs.
- 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.
- Confirm that the correct course list (driven by subject prefix) will display in the next version of the Catalogue.

Catalogue Name Updates (must be completed by March 30)

Catalogue editors must ensure that the names are updated in multiple locations within the Catalogue, including:

- Department/Program Name Changes:
 - on left-hand navigation bar for the college/school
 - on the department/program page itself
- Major, Minor, and/or Certificate Name Changes:
 - on the University list of majors/minors/certificates
 - on the college list of majors/minors/certificates
 - on the department list of majors/minors/certificates (major and minor tab)
 - on the major/minor/certificates page itself
- Tagged Degree Name Changes:
 - on the department/program page (major tab)

Student Notifications

For degree, major, program, minor, certificate, and concentration name changes, students enrolled at the time of the change are permitted to graduate under the old or new name. The department/program may choose to contact

students currently enrolled in the program, making them aware of the new name and inviting them to ask to be changed to the new name if the student wishes. The previous name will not be available for students entering the program once the name change is effective.

PeopleSoft Changes (must be completed by March 30)

Faculty home departments need to be changed following the appropriate PeopleSoft process.

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