

## **Approval Process, Academic Department and Program Name Changes**

**Background:** 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. For graduate programs, the dean of the Graduate College must approve following academic dean approval. 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. In 2014, the Senate Curricular Affairs Committee and the Faculty Senate approved the following process and policy governing name changes.

**Approval Process:** Department and program name changes as well as the names of majors, minors, and tagged degrees are 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. Details for the specific steps of the approval process are described below.

### **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/Graduate Program
- Name of Minor
- Name of Tagged Undergraduate Degrees
- Name of Tagged Graduate Degrees
- Subject Prefix

All changes must be specifically requested; for example, changing a departmental name does not change the major or graduate degree name.

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 (including Graduate College for graduate programs); submit approved request to the Faculty Senate via the Associate Provost for Teaching and Learning.

- 4 – Obtain Curricular Affairs Committee, Faculty Senate Executive Council, and Faculty Senate approval of the name change. Name change proposals are circulated for public comment for a period of 30 days prior to the CAC vote. 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 (Banner) and, as appropriate, the new subject prefix will be created in the student information system and the catalogue management software (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)
- on the major/minor page itself

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).

**Sample Spreadsheet**

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