

# **Academic Affairs Policy Statement No. 22**

## **Changing Names of Academic Programs**

### **1. References**

- a. Academic Affairs Handbook, Board of Regents, University System of Georgia, February 1991.
- b. Statutes of the University of Georgia, May 1988.
- c. Bylaws of The University Council of the University of Georgia, May 1988.
- d. Curriculum Policies and Procedures, the University of Georgia, August 1992.

### **2. Objective**

The objective of these guidelines is to provide sufficient review by impacted academic units of proposed academic program name changes.

### **3. Policy**

- a. Since changes in the names of academic programs may have major impacts on the curriculum of the University as presented in University publications, they must undergo the same review as other curriculum changes. Changes should be undertaken only after thorough study and evaluation within the originating unit.
- b. Any change in academic program name must first be approved by the originating unit and the appropriate academic dean or director. It is the responsibility of the originating unit and academic dean or director to assure that proposed names are appropriate for the discipline.
- c. The proposal should include:
  - i. A cover letter from the dean or director of the unit requesting the proposed changes.
  - ii. A completed Academic Name Change form, which will include justification for the name change(s) and documentation of approval.

### **4. Procedure**

Proposals for academic program name changes should be routed through the following approval chain:

- a. Faculty of the academic unit proposing name change
- b. Department Head or Director of academic unit proposing name change
- c. Dean or Vice President of academic unit proposing name change
- d. Graduate School Program Committee, if the proposed name change is for an academic program that includes graduate courses or programs

## PROPOSED

- e. Graduate Council, if the proposed name change is for an academic program that includes graduate courses or programs
- f. Dean of the Graduate School, if the proposed name change is for an academic program that includes graduate courses or programs
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council
- l. President
- m. Board of Regents, for administrative approval

### **5. Evaluation Criteria**

At each stage, proposed names should be examined carefully according to the following criteria:

- a. Does the proposed name substantially represent the discipline(s) being described?
- b. Does the name clearly communicate to those outside of academia the area of study being represented?
- c. Does the name clearly differentiate the particular academic program from other programs at the University of Georgia?
- d. Are proposed prefixes clearly related to the name and subject matter represented?

**PROPOSED**

**ACADEMIC PROGRAM NAME CHANGE JUSTIFICATION FORM**

**Date:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**School/College/Unit:** \_\_\_\_\_

**Proposed Effective Date:** \_\_\_\_\_

**PROGRAM NAME CHANGES:**

Current Program Name: \_\_\_\_\_

Proposed Program Name: \_\_\_\_\_

**PREFIX CHANGES:**

Current Prefix and Name: \_\_\_\_\_

Proposed Prefix and Name: \_\_\_\_\_

**JUSTIFICATION:**

Attach a justification and rationale for the requested changes, and include any relevant documentation. If this change is in response to an accreditation body, please include that language in the proposal.

NOTE: When the new name is effective, the old name will no longer be available and all students will be moved to the new program name.

**APPROVALS:**

Attach documentation of approval from all involved units.

# Academic Affairs Policy Statement No. 6 22

## Changing Names of ~~Departments,~~ Schools/Colleges Academic Programs

### 1. References

- a. Academic Affairs Handbook, Board of Regents, University System of Georgia, February 1991.
- b. Statutes of the University of Georgia, May 1988.
- c. Bylaws of The University Council of the University of Georgia, May 1988.
- d. Curriculum Policies and Procedures, the University of Georgia, August 1992.

### 2. Objectives

~~The following implementing policy and guidelines have been developed by the Office of the Senior Vice President for Academic Affairs and Provost to assist and standardize the process of changing the names of majors, departments, schools, or colleges.~~ The objective of these guidelines is to provide sufficient review by impacted academic units of proposed academic program name changes.

### 3. Policy

- a. Since changes in the names of academic programs ~~majors, departments, schools, or colleges~~ may have major impacts on the curriculum of the University as presented in University publications, they must undergo the same review as other curriculum changes. Changes should be undertaken only after thorough study and evaluation within the originating unit.
- b. Any change in academic program name must first be approved by the originating unit and the appropriate academic dean or director. It is the responsibility of the originating unit and academic dean or director to assure that proposed names are appropriate for the discipline.
- c. ~~The complete proposal package will be submitted from the dean of the school/college to the Office of Instruction.~~ The proposal package should include:
  - i. A cover letter from the dean or director of the unit ~~of the school/college~~ requesting the proposed changes.
  - ii. A completed Academic Name Change of Major, Department, School, College Name Justification form, which will ~~available from the Office of Instruction.~~ The form should include justification for the name change(s) and documentation of approval.

### 4. Procedure

Proposals for academic program name changes should be routed through the following approval chain:

- a. Faculty of the academic unit proposing name change
- b. Department Head or Director of academic unit proposing name change
- c. Dean or Vice President of academic unit proposing name change
- d. Graduate School Program Committee, if the proposed name change is for an academic program that includes graduate courses or programs
- e. Graduate Council, if the proposed name change is for an academic program that includes graduate courses or programs
- f. Dean of the Graduate School, if the proposed name change is for an academic program that includes graduate courses or programs
- g. Office of Instruction (for review)
- h. Senior Vice President for Academic Affairs and Provost
- i. University Curriculum Committee
- j. Executive Committee of the University Council
- k. University Council
- l. President
- m. Board of Regents, for administrative approval

#### **6.5. Evaluation Criteria**

At each stage, proposed names should be examined carefully according to the following criteria:

- a. ~~Is the name consistent with the administrative structure of the University System and the University of Georgia?~~

Does the proposed name substantially represent the discipline(s) being described?

- b. Does the name clearly communicate to those outside of academia the area of study being represented?
- c. Does the name clearly differentiate the particular ~~department, school, college~~academic program from other ~~organizations~~programs at the University of Georgia?
- d. Are proposed prefixes clearly related to the name and subject matter represented?

**ACADEMIC PROGRAM NAME CHANGE JUSTIFICATION FORM**

**Date:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**School/College/Unit:** \_\_\_\_\_

**Proposed Effective Date:** \_\_\_\_\_

**PROGRAM NAME CHANGES:**

Current Program Name: \_\_\_\_\_

Proposed Program Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREFIX CHANGES:**

Current Prefix and Name: \_\_\_\_\_

Proposed Prefix and Name: \_\_\_\_\_

**JUSTIFICATION:**

Attach a justification and rationale for the requested changes, and include any relevant documentation. If this change is in response to an accreditation body, please include that language in the proposal.

NOTE: When the new name is effective, the old name will no longer be available and all students will be moved to the new program name.

**APPROVALS:**

Attach documentation of approval from all involved units.