

# **Academic Affairs Policy Statement No. 6**

## **Changing Names of Academic Units**

### **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 name changes.

### **3. Policy**

- a. Since changes in the names of departments, schools, colleges, centers, or institutes 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 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 Proposal for Academic Unit Name Change form, which will include justification for the name change(s) and documentation of approval.

### **4. Procedure**

Proposals for name changes should be routed through the following approval sequence:

- 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. Office of Instruction (for review)
- e. Senior Vice President for Academic Affairs and Provost
- f. University Curriculum Committee
- g. Executive Committee of the University Council
- h. University Council
- i. President

## **PROPOSED**

### **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?
- b. Does the proposed name substantially represent the discipline(s) being described?
- c. Does the name clearly communicate to those outside of academia the unit being represented?
- d. Does the name clearly differentiate the particular department, school, or college from other organizations at the University of Georgia?

**PROPOSED**

**PROPOSAL FOR ACADEMIC UNIT NAME CHANGE**

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

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

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

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

**NAME CHANGE:**

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

Proposed 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.

**APPROVALS:**

Attach documentation of approval from all involved units.

# Academic Affairs Policy Statement No. 6

## Changing Names of ~~Majors, Departments,~~ Schools/Colleges Academic Units

### 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. General~~

~~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.~~

### ~~3.2. Objectives~~

~~The objective of these guidelines is to provide sufficient review by impacted academic units of proposed name changes standardize and simplify the procedures involved in name changes so that all such changes will receive proper review at appropriate academic levels, minimize paperwork, and expedite management.~~

### ~~4.3. Policy~~

- a. Since changes in the names of ~~majors, departments, schools, or colleges,~~ centers, or institutes 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 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. ~~Four copies of the complete package will be submitted from the dean of the school/college to the Senior Vice President for Academic Affairs and Provost. This~~ The proposal package should include:
  - i. A cover letter from the dean or director ~~of the school/college of the unit~~ requesting the proposed changes.

ii. ~~One A completed Proposal for Academic Unit Name Change form, which will include justification for the name change(s) and documentation of approval. Change of Major, Department, School, College Name Justification form (Attachment A).~~

iii. ~~One Prefix Change Package, if applicable. For courses requiring more substantial changes, the standard curriculum forms must be used. All forms must be completed and approved before the desired changes will appear in the Bulletin. For prefix change package materials and instructions, contact the Office of Curriculum Systems.~~

#### 5.4. Routing Procedure

Proposals for name changes should be routed through the following approval sequence:

- 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. Office of Instruction (for review)
- e. Senior Vice President for Academic Affairs and Provost
- f. University Curriculum Committee
- g. Executive Committee of the University Council
- h. University Council
- i. President

~~a. 5.~~

~~a. If graduate programs or courses are involved, four copies of the package should be submitted to the Graduate School. After the graduate portion has been approved by the Graduate School, the package will be forwarded to the University Curriculum Committee through the Office of the Senior Vice President for Academic Affairs and Provost.~~

~~b. If there are no graduate programs or courses involved, four copies of the package will be submitted directly to the University Curriculum Committee through the Office of the Senior Vice President for Academic Affairs and Provost.~~

~~The Office of Curriculum Systems will (1) upon receipt of the package send the Change of Name Justification form to all other deans for any comment within two weeks, (2) work with department/school/college to eliminate any potential problems before review by the University Curriculum Committee, and (3) present the package to the University Curriculum Committee for review within one semester of receipt. All proposals will be considered by the University Curriculum Committee and referred to the University Council before submission to the President.~~

~~If the President approves the proposed name change, it will be submitted to the Board of Regents for final approval.~~

## 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?

~~a.~~

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

c. Does the name clearly communicate to those outside of academia the ~~area of study~~unit being represented?

d. Does the name clearly differentiate the particular department, school, or college from other organizations at the University of Georgia?

~~e. —Are proposed prefixes clearly related to the name and subject matter represented?~~

**PROPOSAL FOR ACADEMIC UNIT NAME CHANGE JUSTIFICATION FORM**

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

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

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

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

**NAME CHANGE:**

**School/College Name Changes:**

Current ~~School/College~~ Name: \_\_\_\_\_  
\_\_\_\_\_

~~Proposed School/College~~ Name: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Name Changes:**

Current Department Name: \_\_\_\_\_ Proposed Department Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Major Name Changes:**

Current Major Name: \_\_\_\_\_ Degree: \_\_\_\_\_ Proposed Major Name: \_\_\_\_\_ Degree: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Certificate Name Changes:**

Current Certificate Name: \_\_\_\_\_ Proposed Certificate Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Minor Name Changes:**

Current Minor Name: \_\_\_\_\_ Proposed Minor Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Area of Emphasis Changes:**

Current Area of Emphasis Name: \_\_\_\_\_ Proposed Area of Emphasis Name:

\_\_\_\_\_  
\_\_\_\_\_

**Prefix Changes:**

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

\_\_\_\_\_  
\_\_\_\_\_

**JUSTIFICATION:**

Please 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. The justification should include the desired term for the name change to be effective.

**APPROVALS:**

Attach documentation of approval from all involved units.

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.