Academic Affairs Policy Statement No. 22

Changing Names of Academic Programs

1. References
   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 Program 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?
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
   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 Program Name Change form, which will be 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

9.5. 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.