

<b>Title: College or Department/School/Institute Name Change</b>	<b>Policy No: 3.1</b>
<b>Category: Academic Administrative Processes</b>	<b>Effective: Fall 1998</b> <b>Effective with revisions Fall 2004; Spring 2011; Fall 2012; Fall 2013</b>

**Policy Statement:** Name change requests are to be based on national trends, academic programmatic changes, or for other reasons as appropriate. Timing of requests can impact pre-requisite authorization, degree audit and other systemic related procedures. Therefore, requests must be consistent with the Academic Affairs Curriculum Council (AACC) cycle and submitted by October 1 each year to be effective the following academic year.

**Background:** Prior to October 1998 no formalized standard procedure for changing the name of a college or department/school existed.

**Purpose:** Provide policy and procedures for requesting a department/school or college name change.

**Implementation Date:** Fall 2004

**Related Procedures:**

College Name change (requires RUSO and OSRHE approval):

1. The dean will coordinate all activities associated with submitting a college name change proposal within the college after acquiring faculty input.
2. The dean will initiate and submit, in writing, a college name change to the provost/vice president of academic affairs. The proposal will include the following: proposed name change, rationale (documentation if needed), resources, and student impact.
3. The provost/vice president of academic affairs, in coordination with the Dean, will present the proposal to the provost advisory council for review and comment.
4. If recommended for approval by the provost/vice president of academic affairs and provost advisory council, the Office of Academic Affairs will coordinate the approval process with the president and other governing bodies.
5. Upon final approval of all governing bodies, the Office of Academic Affairs will notify the following: President's Cabinet, Dean, Institutional Research, Student Affairs, Employee Relations, and Division of Administration and Finance.

Department/School/Institute Name Change (requires RUSO approval and OSRHE notification):

1. The department chair/school director may initiate in writing, a department/school/institute name change to the dean. The proposal will include the following: proposed name change, rationale (documentation, if needed), resources, and student impact.
2. The dean will coordinate all activities associated with submitting the proposal within the college after acquiring faculty input.

3. If approved by the dean, the dean will forward the proposal, including the appropriate documentation, to the provost/vice president of academic affairs.
4. The provost/vice president of academic affairs in coordination with the dean will present the proposal to the provost advisory council for review and comment.
5. If recommended for approval by the provost/vice president of academic affairs and provost advisory council, the Office of Academic Affairs will coordinate the approval process with the president and other governing bodies.
6. Upon final approval of relevant governing bodies, the Office of Academic Affairs will notify the following: President's Cabinet, Dean, Institutional Research, Student Affairs, Employee Relations, and Division of Administration and Finance.

**Coordinating Offices: Office of Academic Affairs**

**Academic Affairs Point-of-Contact:** Associate Vice President of Academic Affairs

**Policy 4<sup>th</sup> revision approved by the Provost/Vice President for Academic Affairs on December 17, 2013**

**Policy 3<sup>rd</sup> revision approved by the Provost/Vice President for Academic Affairs on December 12, 2012**

**Policy 2<sup>nd</sup> revision approved by the Provost/Vice President for Academic Affairs on April 7, 2011.**

**Policy approved by the Vice President for Academic Affairs on January 25, 2000.**

**Policy revision approved by the Provost/Vice President for Academic Affairs on October 25, 2004.**

**Key Words: Department/School, Name Changes, College**