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

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

2. 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?