Academic Affairs Policy Statement No. 6
Changing Names of Academic Units

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.
e. Last updated April 2019.

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

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?