Changing Academic Affairs Policy Statement No. 6
Names of Majors, Departments, Schools/Colleges

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. 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. Objectives
The objective of these guidelines is to 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. Policy
   a. Since changes in the names of 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 name must first be approved by the originating unit and the appropriate academic dean. It is the responsibility of the originating unit and academic dean 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 package should include:
      1. A cover letter from the dean of the school/college requesting the proposed changes.
      2. One Change of Major, Department, School, College Name Justification form (Attachment A).
      3. 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. Routing

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.

c. 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.

d. All proposals will be considered by the University Curriculum Committee and referred to the University Council before submission to the President.

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

6. 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 area of study being represented?

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

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