

Name Change Proposal

Proposals to change the name of a degree program, certificate program, sequence, or minor are not processed through the curriculum proposal process (i.e., not through curriculum committees). Nor are such name changes made through the catalog editing process. Instead, name change proposals should be submitted to the Office of the Provost/Assistant Vice President for Academic Planning. The process for submission and review of name change proposals is described below.

- Name change proposals should first be submitted to the appropriate college dean by the chairperson/director of the department/school that sponsors the program.
- If the dean does not concur with the proposed name change, the process ends and the name remains unchanged.
- If the dean concurs with the proposed name change, the dean should forward the proposal to the Associate Provost with an indication of the dean's concurrence.
- The final decision regarding a name change is made by the Provost in consultation with the Associate Provost. Before deciding whether to approve a name change the Provost may seek input from other university units potentially impacted by the proposed change.
- The decision by the Provost is then communicated to the dean and department chairperson/school director by the Associate Provost.
- Approval of a name change by the Provost is communicated to affected administrative units at the University by the Associate Provost. The memorandum specifies the effective date of the name change (typically the effective date of the next university catalog).
- Once the name change has been approved, the program coordinator or department chairperson/school director should consult the university catalog editor in the Office of the University Registrar regarding any additional documentation that may need to be submitted.
- The Associate Provost notifies the Illinois Board of Higher Education of name changes in the annual academic program report submitted to IBHE by June 30. IBHE staff then modifies its official inventory of authorized academic programs at Illinois State University accordingly.

The information on the reverse side of this sheet collectively constitutes a name change proposal. The completed form should be routed as indicated at the bottom of the form. Assistance completing the proposal is available from the Associate Provost in the Office of the Vice President for Academic Affairs and Provost (438-7018).

IMPORTANT NOTE: Approval of a proposed name change does not automatically extend to names of associated plans of study. For example, approval of a name change for a degree program does not extend to names of sequences or minors. Therefore, when considering whether to change the name of a plan of study, departments/schools may find it advantageous to also consider whether to change the names of associated plans of study. The department/school may request all related name changes on the same form.

Department/School:

Contact person:

Date completed:

Check as many as apply to name change: ☐ **Degree program** ☐ **Certificate program** ☐ **Sequence** ☐ **Minor**

Current name (s):

Proposed name (s):

Rationale for the proposed change(s): [continue on to page 3]

Evidence that a majority of the department/school faculty has approved the change(s):

Itemization of costs expected to be incurred by the department/school, college, or University if the proposed change(s) is approved:

ROUTING AND ACTION SUMMARY (IN SEQUENTIAL ORDER):

Department Chairperson/School Director	Date Approved
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College Dean	Date Approved
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Provost	Date Approved
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