Michigan State University
Name Changes of Academic Programs and Academic Units

Academic Program:
To request a change in the name of an <u>academic program</u> (major, specialization, etc.) complete a
"Request for Changes in an Academic Program" form via the Academic Programs system and
transmit to University Curriculum and Catalog for academic governance review.
http://www.reg.msu.edu/Forms/FormsMenu.aspx

- o The effective date will be determined based on academic governance review and will
  always be Fall, Spring, or Summer.
- o Policy: Board of Trustees Bylaws: 4, 7, 9. http://trustees.msu.edu/bylaws.html

Academic Unit:
To request a change in the name of an <u>academic unit</u> (defined as departments, schools,
institutes, centers, colleges and the graduate school), departments should send their request to
the appropriate dean's office, including an academic rationale for the suggested new name.

- o Review related policies and bylaws:
    - University Organization – http://trustees.msu.edu/bylaws/#article6
      Board of Trustees Bylaw, Article 6
- o Please be sure to notify staff responsible for working on OOI (Organization of Interest),
  the system utilized to manage and track changes across the University, at
  orgchng@msu.edu of any intended name changes to official University organizations
  (VPs, MAUs, departments/units, and/or centers/institutes). Staff will make the change in
  the OOI application after appropriate approvals have been granted and notify the unit that
  the change has been made.
- o In the rationale, include a description of names of units at peer institutions and to refer to
  programmatic offerings and changes in your unit and their relation to the proposed name
  change.
- o Deans, if they approve, should send the request to the Provost for approval.
- o A change in the name of an academic unit is distinct from a change in the name of an
  academic program.
- o Approval of a change in the name of an academic unit carries an effective date (term or
  actual date). The default effective date is the start of the fiscal year (July 1) subsequent to
  final approval of the change; exceptions to this may be proposed.
- o Notification from the Provost's Executive Assistant will be provided to the following after
  approval:
    - Dean
    - Unit Administrator
    - Associate Provost for Academic Services
    - Executive Vice President for Administrative Services
    - Vice President for Finance and Treasurer
    - Controller
    - University Registrar
    - Assistant Registrar, Classroom Scheduling, Office of the Registrar
    - University Curriculum Administrator, Office of the Registrar
    - Assistant Vice President and Director, Office of Planning and Budgets
    - Data Resource Analyst for Institutional Studies, Office of Planning and Budgets
    - Director of Strategic Data Solutions, University Advancement
    - Data Architect, University Advancement
    - Deans, Directors and Chairpersons listserv
    - Communications and Brand Strategy
    - Adviser's listserv
- o Policy: Board of Trustees Bylaws: 4, 7, 9. http://trustees.msu.edu/bylaws.html

Academic Unit and University Organization:
To request a change in the name of an <u>academic unit</u> (defined as departments, schools, institutes, centers, colleges and the graduate school) that creates a <u>structural change in the University's organization</u>, departments should send their request to the appropriate dean's office, including an academic rationale for the suggested new name.

- o Review related policies and bylaws:
    - University Organization – http://trustees.msu.edu/bylaws/#article6
      Board of Trustees Bylaw, Article 6
- o Please be sure to notify staff responsible for working on OOI (Organization of Interest), the system utilized to manage and track changes across the University, at orgchng@msu.edu of any intended name changes to official University organizations (VPs, MAUs, departments/units, and/or centers/institutes). Staff will make the change in the OOI application after appropriate approvals have been granted and notify the unit that the change has been made.
- o In the rationale, include a description of names of units at peer institutions and to refer to programmatic offerings and changes in your unit and their relation to the proposed name change.
- o Describe the structural change.
- o Deans, if approving, should send the request to the Provost for approval.
- o The Provost, if he/she approves, forwards the request to the President who makes a recommendation to the Board of Trustees for "approval" or "appropriate action."
- o A change in the name of an academic unit and University organization is distinct from a change in the name of an academic program.
- o Approval of a change in the name of an academic unit and University organization carries an effective date (term or actual date). The default effective date is the start of the fiscal year (July 1) subsequent to final approval of the change; exceptions to this may be proposed.
- o Notification from the Provost's Executive Assistant will be provided to the following after approval:
    - Dean
    - Unit Administrator
    - Associate Provost for Academic Services
    - Executive Vice President for Administrative Services
    - Vice President for Finance and Treasurer
    - Controller
    - University Registrar
    - Assistant Registrar, Classroom Scheduling, Office of the Registrar
    - University Curriculum Administrator, Office of the Provost
    - Assistant Vice President and Director, Office of Planning and Budgets
    - Data Resource Analyst for Institutional Studies, Office of Planning and Budgets
    - Director of Strategic Data Solutions, University Advancement
    - Data Architect, University Advancement
    - Deans, Directors and Chairpersons listserv
    - Communications and Brand Strategy
    - Adviser's listserv
- o Policy: Board of Trustees Bylaws: 4, 7, 9. http://trustees.msu.edu/bylaws.html

Additional Considerations:
Consider how any of the above changes will affect unit signage, logos, and letterhead. Be prepared to change the following:

- website addresses
- business cards
- email addresses
- related committee names
- address information in EBS
- auto-signature lines in email for all employees
- account number/name changes
- voicemail
- recruitment materials
- unit-level academic program materials
- unit website

December 2015