Guidelines for New Department Names
[Confirmed by the Provost's Cabinet; March, 2022]

The following guidelines are provided to assist in the development of new names for Academic Departments.

It is recommended that the following steps be used to guide the approval process of a new Academic Department:

- Consider the long-term potential of the disciplinary areas to avoid name changes that would be relevant only for a short period of time.
- Consult the Registrar's Office early in the process, as institutional systems require both a code (4 character limit) and description (30 character limit). If a department name is longer than the 30 character limit, the dean's office should suggest the preferred way to shorten in order to allow campus systems to meet the 30 character limit.
- Once the new name is created, the Dean will present the proposed code and description for approval by the Provost and the Provost's Cabinet. The following information must be included:
    - Impacted majors
    - Impacted minors
    - Impacted subject codes
    - Effective date
- Upon affirmation by the Provost's Cabinet, the Provost will present the proposed name to President's Council for final approval.
- Once approved, the Provost will notify the Registrar of the new prefix.
- The Registrar will notify CTS, IE, Communications, and Admissions to initiate the necessary changes in campus systems.