



**DIVISION OF ACADEMIC AFFAIRS
OFFICE OF THE PROVOST
UNIVERSITY OF COLORADO AT BOULDER**

Department Name Change Request

This form is to be used when requesting a name change to an existing academic department or program. It is **NOT** to be used to request new academic units or degree programs. [For new degree programs: http://www.colorado.edu/facultyaffairs/atoz/new_degree_process.htm]

Please complete the following and submit the form for review and approval by the department and college/school. Submit the final document and any supporting materials to Bernadette Langbein, Assistant to the Provost, Office of the Provost, 363 Regent- 40 UCB.

Current Name of the Unit	Proposed Name of the Unit

Request/Justification. This request/justification should detail the academic reason(s) for the change and the faculty vote that occurred as part of the faculty review of the request. (If the change impacts other academic departments and/or schools/colleges, this request must include a memo of support from each unit that is impacted by the proposed change.)

Resource Implications.

Will approval of the departmental name change require a change in the name of the degree(s) currently offered by the department, as detailed on the website of CU-Boulder's Institutional Research and Analysis (Planning, Budget, and Analysis- <http://www.colorado.edu/pba/degrees/>) current year degree listing?

YES

NO

Reminder: If the Provost approves this request, a written request must be made to the Dean and the Provost to seek approval from the Board of Regents for a change in the name of the degree(s) offered by the department.

APPROVALS.

Prepared By (Print Name):	
Signature of Preparer:	Date:
Preparer's Work Phone Number:	
Chair/Program Director (Print Name):	
Signature of Chair/Program Director:	Date:
Dean (Print Name):	
Signature of Dean:	Date:
<i>Please submit request and any supporting materials to Bernadette Langbein, Office of the Provost, 363 Regent, 40 UCB. The Provost's Office will route the document to PBA.</i>	

Director, Planning, Budget, and Analysis – Institutional Research and Analysis (Print Name):	
Comments by PBA/IRA:	
Signature:	Date:
Provost Approval:	Date:
Provost Denial:	Date:
Provost Comments:	

Formal notification of the decision will be sent at the conclusion of the Provost's review.