

## INDIANA UNIVERSITY

### Process for Change of Title of a Degree Program

1. Changes in title of a degree program usually are initiated by faculty in the academic unit. The first step in the process is for the head of the academic unit to notify the campus chancellor of intentions to proceed with development of a proposal.
2. Following review of the proposed change in a manner consistent with local campaign policies and procedures and after consultation with dean of the system schools, where appropriate, the campus chancellor forwards the proposed name change and rationale to the Office of the Vice President for Academic Affairs.
3. If the Office of the Vice President for Academic Affairs concurs with the recommended name change, two (2) copies of the proposed name change are submitted to the Secretary of the Trustees at least two (2) weeks prior to the next meeting of the Trustees.
4. After the name change is approved by the Trustees, the Office of the Vice President for Academic Affairs prepares a transmittal letter to the ICHE for the president's signature. Once signed, the letter is sent by the Office of the Vice President for Academic Affairs to the ICHE as a report item.