

**Existing College, Department, Degree Program, Certificate Program**

 **Change Request for**

**Title Change, Degree Designation, Content Change, or CIP Change**

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| **Directions**: Complete this form and proposal template to request a change to the title (name) of an existing college, department, degree program or certificate program; to request a change to the Classification of Instructional Programs (CIP) code of an existing degree or certificate program; and/or the content change for an existing degree or certificate program. The degree or certificate program must already be on an institution’s program inventory. * A degree program title consists of the following two parts:
1. Degree designation, such as Bachelor of Science (BS), Master of Arts (MA), or Doctor of Philosophy (PhD); and,
2. name of the discipline, such as History, Mechanical Engineering, or Zoology.
* The Classification of Instructional Programs (CIP) is the taxonomic coding scheme used for instructional programs in higher education. Its purpose is to facilitate the organization, collection, and reporting of fields of study and program completions. The academic unit should consult with the Office of the Registrar and Office of Institutional Analysis prior to submitting the proposal to determine whether a change to the CIP code used to classify the program is recommended. **For more information, visit** [CIP Code Information](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55).

**Process**: 1. Faculty of the unit develop a rational for the change.
2. The dean of the academic unit approves the rationale and change and submits the proposal to the Provost designee (UG: VP Undergraduate Education, GRAD: VP Graduate Education). For minor curricular changes, the VP will proceed to Step 7, otherwise Step 3.
3. The Provost routes the proposal to the Faculty Senate for consideration by the Graduate Council or Academic Planning Committee.
4. The Provost approves the rationale and change.
5. The Provost reports the proposal to the Academic and Student Affairs Committee of the Board of Trustees.
6. The Board’s Academic and Student Affairs Committee recommends the change to the full Board of Trustees for consideration and action.
7. The proposers hold an implementation meeting with the Registrar, Admissions, OIA, and Advising Managers, and other appropriate units to implement the change. Implementation meetings gather people from all of the units that will take part in ensuring a new or restructured academic program runs smoothly.
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**Request for a change to the title (name) of an existing college, department, degree program, or certificate program. For degree or certificate name change, please describe any change in content (if any) to the program.**

**Guidance**: Name and identity are closely related. A “brand” as represented by the name has value and so careful planning for a name or designation change is a worthwhile investment. Academic entities with a long history and many alumni and past employees may find that these groups express strong attachment to the existing name. Thus, the rationale for the name change should be made with full consideration for the impact on the historic connections and with a view to the long-term future. New names should be designed to reflect the nature of the entity for many years to come. Ideally, consultation with and support from the entity’s students in course and alumni should be evident in the proposal.

The academic entity should also demonstrate that they have consulted with other colleges and departments on campus that may be impacted by the change. Additionally, they should demonstrate they have discussed the change with their Wyoming community college colleagues.

Names that narrow the scope or reflect short-term sub-areas or trends in research tools or methodology should be avoided. Proposals should be explicit about all the academic programs and structures that are included in a name change request. For example, list all departments, majors, degrees, certificates, centers, subject listings, minors or other academic elements that are included in the request.

Some common justifications for a change in name or CIP code are that the new name more accurately reflects the academic entity than the old name; that the activities of the faculty and the training they offer are more accurately reflected by the new name; and that the name of the discipline has changed and consequently the major should be renamed to reflect this change in the discipline.

**Administrative Information**

**Complete all info in this box, and then complete the appropriate information on p. 4**

1. Proposing Unit:

2. Current College, Department, Degree Program, or Certificate Title – *Current official name of the college, department, degree program, or certificate (e.g., College of Business, Department of Botany, Bachelor of Business Administration degree with a major in Accounting, etc.)*:

3. If Degree Program or Certificate change, Current Degree Program CIP Code:

4. Contact Person: *Provide contact information for the person who can answer specific questions about the degree program and change proposal.*

 Name:

 Title:

 E-mail:

 Phone:

Request for Change in **College, Department, Degree Program, Certificate Designation**

Current Designation:

Proposed Designation:

Proposed Implementation Date (MM/DD/YYYY):

Reason for Change:

* Background: An overview explanation of why the change(s) is being requested; how will it improve the college, department, or degree program and benefit students and faculty?
* Proposed changes: List the specific rationale for that change.
* Logistics: When is the changed proposed to be effective. How will current students in the entity be handled? (Note: Generally, program changes are effective for the subsequent fall semester. Current students are assumed to be required to complete the requirements in place when they entered the program unless otherwise agreed upon by the student and program.)

Request Change in[**CIP Code**](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55)

Current Code:

Proposed Code:

Implementation Date (MM/DD/YYYY):

Reason for Change:

* Background: An overview explanation of why the change(s) is being requested; how will it improve the degree program and benefit students and faculty?
* Proposed changes: List each program for which you are requesting the CIP code change and the specific rationale for that change.
* Logistics: When is the changed proposed to be effective? How will current students in the program be handled? (Note: Generally, changes are effective for the subsequent fall semester. Current students are assumed to be required to complete the requirements in place when they entered the program unless otherwise agreed upon by the student and program.)