

Procedure for Changing Department or School Names
Oklahoma State University College of Arts and Sciences

Recommendations to change the names of academic units within the College of Arts and Science are initiated by the faculty of the unit, reviewed administratively within the College and University, and ultimately require approval by the Board of Regents.

The Process:

Step 1: A proposal to change to the name of an academic unit may be initiated jointly by the faculty and head of the unit and requested of the Dean. This proposal must include a statement providing a justification for the name change.

Step 2: Upon receiving a formal request to change the name of an academic unit, the Dean will seek input that may include feedback from faculty in the affected unit, the Arts and Sciences Faculty Council, and A&S department heads. The Dean may also seek input from other faculty or administrators within or outside the college or groups external to the university.

Step 3: After receiving input the Dean will notify the unit of his/her decision concerning the proposed name change. If in favor of the change, the dean will notify the Provost and Vice President of Academic Affairs. As noted previously, any unit name change is subject to further consideration at the university level and must be approved by the Board of Regents.

Approved May 7, 2014 by the Arts and Science Faculty Council
Approved May 7, 2014 by Dean Danilowicz