



Request for Change of Name

This request for and attachments will be the basis for decision-making about this change.

Submitted by:

College:

College approval date:

Proposed effective date of the change:

Proposed change of name

	From:	To:
College		
Department		
Program Name		
Degree Name		
Name of Field of Specialization (major, minor, concentration, etc.)		
Course Label		
Building		
Street		
Other		

RATIONALE

Explain the academic rationale with respect to the change and describe the background leading to this decision.

Impact of the Change: Describe any potential impact of this change, including any of the following areas if relevant: impact on students, faculty, staff, alumni, other programs, departments, colleges, centers.

- Are there any impacts on university-wide systems (e.g. SiRIUS, UniFi, PAWS, U-Friend, Library, About US, etc.)
- Identify any impacts to resource areas such as library resources, physical facilities, and information technology



- Is there an external impact (e.g. reputation, accreditation, other institutions, high schools, community organizations, professional bodies).

Costs: Describe whether this change will result in any additional costs for the university (ie, repainting signs, technical changes in SIRIUS, PAWS, financial services, etc.)

Consultation: Describe any consultation undertaken with other university offices, such as Teaching and Learning Support Units, Infrastructure Planning and Land Development, Institutional Planning, Financial Services, Facilities Management, Governance Office, ICT, etc.

Please **attach** any memos or emails received about the consultation process as well as any statements and opinions received about this change.

REVIEW AND APPROVAL

All changes of names for academic entities must be requested by the responsible college, following internal approval by its own approval procedures.

After submission of the request by the College, the following approval procedures are used, and must be initiated by the College:

- **Changes of course labels** are approved by the Registrar in consultation with the college offering the courses. Any disputes arising over course label changes will be referred to the Academic Programs Committee for resolution. Course label changes are to be distributed for information through University Course Challenge.
- **Changes of names for colleges and departments** are approved by University Council through the Academic Programs Committee and the Planning & Priorities Committee and by the Board of Governors (if the name is honorific).
- **Changes of names for degrees or a degree-level** programs are approved by University Council through the Academic Programs Committee.
- **Changes of names for fields of specialization** are approved by the Academic Programs Committee of Council.
- **Changes of names for buildings, streets and other physical entities** are approved by the Board of Governors (following recommendation by the Naming Committee).

If you have any questions about this form or these procedures, please contact the Governance Office governance.office@usask.ca.

Updated July 2023

