## Guidance from the

## *State Council of Higher Education for Virginia*

Department Name Changes

1. Complete the cover sheet “Format for Simple Organizational Change,” available at the [SCHEV web site](http://www.schev.edu/schev/formsIndex.asp#publics). Check the box for BOV approval is not required.
2. Provide a narrative that addresses these sections – use the section headings listed:
	1. **Proposed Change** (describe the name change)
	2. **Rationale** (explain why this name change is needed and justified)
	3. **Curriculum Impact** (explain how this change will affect the department’s course offerings and requirements)
	4. **Resources Impact** (explain what costs will be involved in making this change; for the change to be considered as a “simple” change, SCHEV will expect that the resources impact will be minimal and that the change will not involve an increase in staff or faculty positions)
	5. **Organizational Impact** (explain if this change in department name will entail any changes in reporting lines, areas of responsibility, or authority; if the claim is that there will be no organizational impact, explain why)
	6. **Appendix** (provide organizational charts showing the current organizational structure and the revised structure when the department name is changed)
3. Provide a table of contents that lists the six sections above with page numbers.
4. For additional guidance, look at the sample name change template document posed on the UCC web site (“Dept Name Change - 2013 MDFL example.pdf).