

**Procedure Title:** Department Name Change Approval  
**Procedure Number:** 06-2017-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** President  
**Position responsible for updating:** President  
**Original Date:** 07/11/17  
**Date Approved by College Planning Council:** 06/10/20  
**Authorizing Signature:** *Signed original on file*  
**Date Posted on Web:** 03/08/22  
**Revised:** 06/20 **Reviewed:** 03/22

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**Purpose/Principle/Definitions:**

This procedure establishes the decision making process to change the name of an academic or operational department. The procedure is necessary for executive level consideration of the wide reaching effects that may impact internal and external stakeholders and the costs related to changing signs and publications.

**Guideline:**

1. The department will discuss the proposed change with the designated Executive team member.
2. A written proposal will be submitted to the Executive team detailing the current name, the proposed new name and a rationale for the recommendation.
3. After approval by the Executive team, the proposal will be presented to the College Planning Council for review.
4. The Executive Team and the President will make a final decision.