



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

**Policy for Change in
Name of Program
or Degree**

Policy 2.08

Volume 2 Academic Affairs
Chapter 08 Policy for Change in

Name of Program or Degree

Responsible Office: Academic
Affairs

Originally issued: 8/31/2009

Revised: 10/28/09 (admin)

Policy Statement

Any change in the name of a program or degree at the Medical College of Georgia must be approved at the institutional level. This policy describes the mechanism for obtaining institutional approval.

Reason For Policy

A change in the name of a program or degree may impact the school and institution. The effects of such a change may also be felt in the local community and at the state, national, and, perhaps, international level. Therefore, it is necessary that such changes be considered and approved by the institution.

Entities Affected By This Policy

All divisions, departments, and schools of the Medical College of Georgia are covered by this policy.

Who Should Read This Policy

Academic administrators of all divisions, departments, and schools of the Medical College of Georgia should be familiar with this policy.

Contacts

| Contact | Phone | e-mail/URL |
|---|--------------|---|
| Provost & Senior Vice President for Academic Affairs | 706-721-4014 | http://www.mcg.edu/aaffairs |
| Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs | 706-721-3096 | http://www.mcg.edu/aaffairs/associate/index.htm |

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p208.pdf>

Related Documents

Policy Manual of the Board of Regents of the University System of Georgia, Section 2.7:
http://www.usg.edu/policymanual/section2/policy/2.7_organization_structure_and_changes/

Overview & Procedure

Any proposed change in name for a program or degree at the Medical College of Georgia must be submitted to the Office of the Senior Vice President for Academic Affairs and Provost. If the Senior Vice President for Academic Affairs and Provost approves the name change, he/she will submit the name change to the President of the Medical College of Georgia for final institutional approval. The President is authorized to approve all name changes unless it involves a unit that reports directly to the President (see BOR policy 207, listed above).

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.08, Policy for Change in Name of Program or Degree, are:

| | |
|--|--|
| Head of unit proposing the name change | Submits proposed name change to the Office of the Senior Vice President for Academic Affairs and Provost |
| Senior Vice President for Academic Affairs and Provost | Approves name change and submits to President |
| President | Gives final institutional approval to the name change. |