

# Academic Unit Request

Department/College/School/Institute/Center Names: New or Changes

This form is to be used to request new academic units (departments, colleges, schools, institutes, or centers) or to request changes to existing academic units.

Complete the following and submit it to the university curriculum Administrative Assistant, B-150 ASB.

Current Name	Date of Request	Desired Effective Date
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**Type of change desired:** (Please check all appropriate items.)

- Create a New Academic Unit
- Change the name of a current Academic Unit
- Deletion

**Request/Justification:** (Attach additional sheets as needed. Requests for changes which involve the stewardship or interests of other academic units should be accompanied by memos of support from each unit involved.)

	APPROVAL SIGNATURES	DATE SIGNED
UNIT CHAIR, DIRECTOR OR COORDINATOR		
COLLEGE DEAN		
COLLEGE CURRICULUM REPRESENTATIVE		
UNIVERSITY CURRICULUM COUNCIL		
ACADEMIC VICE-PRESIDENT'S COUNCIL		
PRESIDENT'S COUNCIL		
BOARD OF TRUSTEES		