**TO:** Provost’s Name

 Provost & Senior Vice President for Academic Affairs

**THROUGH:** Graduate Dean’s Name

 Dean, Graduate School (if appropriate)

**THROUGH:** Dean’s Name

 Dean, College/School

**FROM:** Department Head’s/Chair’s Name

 Head, Department

**DATE:** Click or tap to enter a date.

**SUBJECT:** Proposed Degree Program Name Change

We request that the following proposal be added to the Board of Trustees’ agenda for their BOT meeting date meeting.

**Program Name Change:**

(1-2 sentences) Clearly note the current degree program name and the proposed new degree program name.

**Justification for Name Change:**

(1 paragraph) Why does the department wish to change the name? Why now?

**Recommendation:**

We recommend that the proposed name change be approved by the Offices of the Provost and the President and forwarded to the Board of Trustees and the Alabama Commission on Higher Education for review and/or approval.