**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 Nomenclature Change

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

**Nomenclature Change Description:**

(2-3 sentences) Describe the current nature of the program (e.g., Master of Science and Master of Communication Disorder) and the proposed change to the nomenclature (e.g., conversion of MCD to non-thesis MS option).

**Rationale for Change:**

(1 paragraph) Why is the department proposing the change?

**Recommendation:**

We recommend that the proposed 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.