The Name Change Coversheet and the NSHE Academic Program Change Form are used to change the name of an academic program, degree, major, or primary field of study. Also required is a letter of support from the college or school dean, with a signature and date.

All name changes require the approval of those listed below prior to submission for NSHE Board of Regents approval.

- Faculty vote
- College or school curriculum committee
- College or school dean
- Unit Chair or Director
- Faculty Senate
- Vice Provost for Academic Affairs
- Executive Vice President and Provost
- Dean of the Graduate College, if a graduate program

For questions or to find out the date of the next NSHE Board of Regents Academic Affairs Committee meeting at which this change could be presented please contact the Office of the Vice Provost for Academic Affairs at 895-1267.


All documents are to be submitted by the college or school dean to vpaa@unlv.edu.

### Documents to submit:

- Name Change Coversheet
- Dean’s Letter of Support
- NSHE Academic Program Change Form

Please stay in contact with the Office of the Vice Provost for Academic Affairs at 895-1267 to track the progress of this request.

Once the Board of Regents provides the official notification of approval of the name change, a Provost Alert is issued by the Office of the Executive Vice President and Provost. The Provost Alert serves as the official notification to the campus that the name change has been approved. Once the Provost Alert has been issued, the unit can work with all campus units to notify them to implement the details of name change including:

- **Admissions**, to change the program name on the student application.
- **Registrar**, to change the program name in MyUNLV Degree Audit and also to change it in the catalog.
- **Online Education**, to change the name if there is an online version of the degree program.
- **Academic Advising**, so that degree worksheet can be updated to reflect the new name.
- **Student Financial Services**
- **Web Communications** so that departmental and college web pages can be edited to reflect the new name.
- Any additional units that need to know about the elimination.