



## Name Change to an Existing Academic Unit Checklist

### *Policy A1.3 – New Academic Units*

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Per THEC Academic Policy A1.3 – New Academic Units, a public community college or university seeking to modify an existing academic unit must be submitted to THEC for review and approval. Requests for modifications should include the items outlined on this checklist and be submitted via [Formstack](#).

### ***Name Change to an Existing Academic Unit Checklist***

#### **Approval Letter**

- Include a letter from the Chief Academic Officer, or designee, confirming the new academic unit has received all necessary institutional/governing board approvals.

#### **Name Change**

- Provide the current name of the academic unit.
- Provide the revised name of the academic unit.

#### **Implementation Date**

- Provide the proposed implementation date the modification to the existing academic unit will take effect.

#### **Overview of the Requested Name Change**

- Provide a brief overview of the requested name change.