Request form for Academic Structure Changes

Send completed form to the Registrar’s Office (ES, Rm#229 or ssides@towson.edu). Form will be reviewed by the Provost Office, Institutional Research and Registrar’s Office.

- Department Name or Ownership changes will be effective July 1 of the next fiscal year.
- Subject Name or Ownership changes will be effective for the next scheduling/registration cycle (i.e., if classes are already scheduled for a term, the change will take place for the next unscheduled term).
- Major/Minor Ownership changes will be effective for the next term.
- Major/Minor/Conc/Track description changes must be approved via CIM and the effective date will be determined by the Department & Registrar’s Office so as not to adversely affect graduating or rising seniors.
- In PeopleSoft, the underlying 3- or 4-letter code is how the University tracks and reports on depts, majors, subjects/courses. These codes will remain unchanged, even when descriptions change, to maintain data integrity.
- If the request is approved, the following Departments will be notified:
  - Registrar, Admissions, Enrollment Marketing, Digital Strategy, Institutional Research, Human Resources, Provost’s Budget Office, Financial Services, and if appropriate, Graduate Studies. It is your responsibility to notify any other Departments that need to know.

The Department/College of __________________________ requests:

Check all that apply

☐ New or Revised Dept Name: __________________________

☐ New or Revised Subject Name: __________________________

☐ Dept Change in College Ownership  
  From: _________  To: _________

☐ Subj/Courses Change in Dept. Ownership  
  From: _________  To: _________

☐ Major/Minor Change in Dept. Ownership  
  From: _________  To: _________

Does the change require additional action, such as the discontinuation of a Department or Subject Code?

_____________________________________________________

Dean Signature __________________________ Date ____________

Chair Signature __________________________ Date ____________

If it is a change in ownership, both Departments/Colleges should sign above.