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**Proposal to the Senate Educational Policy Committee   
to Change the Status\* of an Existing Unit**

**\*Renaming and/or restructuring (mergers, separations, transfers)**

1. **CURRENT UNIT NAME**:
2. **PROPOSED UNIT NAME** (if the proposal is for a restructure without a name change, please indicate this is not applicable):
3. **SPONSOR NAME AND EMAIL**:
4. **COLLEGE CONTACT NAME AND EMAIL** (for units housed within a College):
5. **TITLE OF PROPOSAL**: Proposal to Rename/Restructure (circle or highlight the applicable action) the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    (name of unit/units) (name of entity that houses the unit, if applicable)
6. **DESIRED EFFECTIVE DATE**:
7. **BRIEF DESCRIPTION**:
8. **JUSTIFICATION**:
9. **BUDGETARY, FACULTY, STAFF, AND STUDENT IMPLICATIONS**:
10. Increase (or decrease) in faculty, staff, GTAs, etc., and dollars needed, if any.
11. Internal reallocations (e.g. change in class size, teaching loads, student-faculty ratio).
12. Effects on course enrollment in other units and explanations of discussions with representatives of those units (include communication in addendum).
13. Advising impact on students, if any.
14. Impact on physical teaching spaces, labs, equipment, etc.
15. Impact on budget line restructuring, Org/program codes retained/retired, etc.
16. Impact on University Library.
17. **ORGANIZATIONAL MATTERS**:
18. Changes to administration, staff, and faculty reporting, office space, etc.
19. Will there be changes or edits to the bylaws?
20. Describe restructuring of the Promotion and Tenure Committee, if applicable?
21. Will a Transition Committee be used during the rename/restructure?
22. Other?
23. **ANY PREVIOUS RENAMING OR RESTRUCTURING OF THIS UNIT?** (If yes, please describe the restructure and when it took place.):
24. **SUMMARY OF ACTIONS**:
25. What influenced the decision to rename/restructure the unit?
26. Proposed timeline to complete the rename/restructure of the unit.
27. Public hearing minutes to be attached to the end of the proposal.
28. **GOVERNANCE PROCESS:** (List the governance levels supporting this proposal in the unit and/or College and the votes taken at each level (see [Statues, Article VIII, Section IV](https://www.bot.uillinois.edu/governance/statutes) and [Senate Bylaws, Part D., Section 8. C](https://www.senate.illinois.edu/bylaws.asp)).:
29. **ADDENDUM** (List all addenda for this proposal that will be attached, e.g. public hearing announcements and meeting minutes, FAQ public document, University Library Impact Letter, letters of support, new bylaws, other written communication, etc.):
30. **STATEMENT FOR THE ACADEMIC CATALOG** (If there is text in the Academic Catalog, <http://catalog.illinois.edu/>, that will need to be updated as a result of this request, please list the URL(s) of the page(s) and the text to update.):

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**CAMPUS WORKFLOW NOTIFICATION**

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Unit Representative Name and Signature Date

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College Representative Name and Signature Date

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Graduate College Representative Name and Signature\* Date

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Provost Representative Date

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Educational Policy Committee Representative Date

\*if the unit houses or will house graduate programs.