ORGANIZATIONAL UNIT NAME CHANGE FORM

DIRECTIONS: Use this form when proposing a name change to an existing organizational unit, center, institute, department, school, or college. Name changes do not require Board of Regents’ approval.

DATE OF REQUEST:

INSTITUTION:

CURRENT UNIT NAME:

PROPOSED UNIT NAME CHANGE:

EFFECTIVE DATE OF CHANGE:

PART 1

A. Brief description of proposal

B. Justification for proposed change in existing program or structure

C. Relationship to other programs or units within the institution and system

D. Estimate of resources needed for proposed change (personnel, library holdings, facilities, equipment)

E. Estimated annual financial impact of proposed change

Please attach any supporting documentation (i.e. support letters from community, industry).