

Title: University Name Changes
Code: I-100-150
Date: 10-15-01
Approved: WPL

Purpose

To provide a formal procedure for the initiation and approval of requests to change the name of a University program or facility.

Definitions

For purposes of this policy, a **program** is defined to include, but is not limited to, any college, school, department, division, association, office, laboratory, center, or institute under the administrative control of the University.

For purposes of this policy, a **facility** is defined to include, but is not limited to, any building, structure, room, plaza, open space, landscaped area, or other physical improvement or natural feature of the campus or of other property under the administrative control of the University.

Policy

From time to time, a University program or facility may experience a shift in the scope or focus of its work, its principal activities, or the services it provides. In order to reflect accurately the new function and responsibilities of the program or facility, a name change may be warranted. All name changes are to be requested by the head of the responsible organizational unit, and must be approved by the responsible vice president and the president. Requests to change the name of a University program or facility are to be initiated and processed in compliance with the procedure outlined in this policy.

(Please see policy [2-200-025](#), Private Voluntary Support -- Donor Recognition, for information regarding the naming of entire buildings, interior spaces, and programs in recognition of significant gifts to the University.)

Procedure

1. All requests to change the name of a University program or facility are to be in writing and are to include a detailed justification for the change. Requests are to be submitted by the organizational unit head to the responsible vice president for approval.
2. All approved requests are to be forwarded by the responsible vice president to the Assistant to the President for the president's approval.
3. Approved name changes, along with any explanatory information, are to be forwarded by the Assistant to the President to the Office of the General Counsel for dissemination to appropriate members of the University community.

Posted: November 15, 2001
