

POLICY FOR DEPARTMENTAL NAME CHANGE(S)

As University mission changes or is modified, as departments change focus or undergo restructuring, it is sometimes appropriate to make a title change which reflects the change(s) and better communicates the mission and structure of the entity. Due to the fact that name changes effect other departments and have financial implications (stationery, business cards, signage, database changes, etc.), it is appropriate that changes be implemented once a year, on July 1. It is recommended that the implementation occur as follows:

- * The recommended change shall be discussed and approved by the Executive Committee.
- * Under normal circumstances, the change shall be approved no later than April 1 for implementation on July 1
- * Notification of the name change shall be communicated to the campus community prior to implementation.

(Internal)