**Request to Rename an Academic Organizational Unit**

Please complete all fields. Boxes may be expanded to accommodate longer responses. Clarifying field descriptions can be found below.

University:

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| **Current Name of Organizational Unit:**  |
| **New Name of Academic Unit:**  |
| **Academic Department:**The name of the academic department or college in which the organizational unit is located |
| **Geographic Site:**The physical site (campus, extended campus, etc.) where the organizational unit is located |
| **Brief Description:**A short outline of the activities that the organizational unit performs |
| **Reason for Renaming the Organizational Unit:**Please briefly explain why the organizational unit is being renamed.  |

Executive Director Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_