Augusta University
Policy Library

Change in Name of Department or Office

Policy Manager: Office of Legal Affairs

POLICY STATEMENT
Any change in the name of a department or office at Augusta University must be approved at the institutional level. This policy describes the mechanism for obtaining institutional approval.

REASON FOR POLICY
A change in the name of a department or office may impact the college and institution. The effects of such a change may also be felt in the local community and at the state, national, and, perhaps, international level. Therefore, it is necessary that such changes be considered and approved by the institution.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within the Enterprise that are affected by this policy:

☐ Alumni   ☒ Faculty   ☐ Graduate Students ☐ Health Professional Students
☒ Staff   ☐ Undergraduate Students   ☒ Vendors/Contractors   ☐ Visitors
☐ Other:

DEFINITIONS
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PROCESS & PROCEDURES
Any proposed change in name for a department or office at Augusta University must be submitted by the Dean or Vice President of the relevant college or other unit to the Office of the Provost, and a copy of the proposed change submitted to the Office of Legal Affairs. If the Provost approves the name change, he/she will submit the name change to the President of Augusta University for final institutional approval. The President is authorized to approve all name changes unless it involves a unit that reports directly to the President (BOR Policy Manual, Section 2.7).

REFERENCES & SUPPORTING DOCUMENTS
Policy Manual of the Board of Regents of the University System of Georgia, Section 2.7: Board of Regents Policy 2.7 Organization Structure and Changes

RELATED POLICIES
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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 12/26/2023

President, Augusta University   Date: 12/27/2023