**Request to Rename an Academic Organizational Unit**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_