

# Augusta University

## Policy Library

### Change in Name of Department or Office

Policy Owner: 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. 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:

President, Augusta University

Date: 06/16/2017

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#### Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 583

Policy Sponsor: Exec. VP for Legal Affairs & Risk Management/General Counsel

Originally Issued: Not Set

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