

Campus Unit Name Change Request Form



**Note: This form is used for creating and updating campus unit names.*

<u>SECTION I</u>																																		
<u>SECTION II</u>	Effective Date of Change:																																	
<u>SECTION III</u>	<p>Current campus unit name and the assigned organization number:</p> <p>New campus unit name and the assigned organization number:</p> <p>Reason for the Change:</p>																																	
<u>SECTION IV</u>	<p>Place(s) where the campus unit name change must be indicated:</p> <p> <input type="checkbox"/> Unit Website <input type="checkbox"/> Unit Literature <input type="checkbox"/> Unit Letterhead <input type="checkbox"/> Campus Publications </p> <p> <input type="checkbox"/> Campus Notification <input type="checkbox"/> Signage <input type="checkbox"/> Catalog </p> <p>Other: _____</p> <p>_____</p>																																	
<u>SECTION V</u>	<p>Cost of Change: _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%;">Fund</td> <td style="width: 25%;">Org</td> <td style="width: 25%;">Acct</td> <td style="width: 25%;">Prog</td> <td style="width: 20%;">%</td> </tr> <tr> <td>Fund</td> <td>Org</td> <td>Acct</td> <td>Prog</td> <td>%</td> </tr> <tr> <td>Fund</td> <td>Org</td> <td>Acct</td> <td>Prog</td> <td>%</td> </tr> </table>	Fund	Org	Acct	Prog	%	Fund	Org	Acct	Prog	%	Fund	Org	Acct	Prog	%																		
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<u>SECTION VI</u> Notification Signatures for Processing Route through Adobe Sign.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Requestor</td> <td style="width: 30%;">Required</td> <td style="width: 30%;"></td> </tr> <tr> <td>Immediate Supervisor or Department Chair</td> <td>Required</td> <td></td> </tr> <tr> <td>Appropriate Vice Chancellor or Dean</td> <td>Required</td> <td></td> </tr> <tr> <td>Provost and Sr. VC for Academic Affairs</td> <td>Required</td> <td></td> </tr> <tr> <td>Chancellor</td> <td>Required</td> <td></td> </tr> <tr> <td>Controller</td> <td>Required: Kenneth Spayd</td> <td></td> </tr> <tr> <td>Title III Office (if applicable)</td> <td>Required</td> <td></td> </tr> <tr> <td>Budget or Contract and Grants Office</td> <td>Required</td> <td></td> </tr> <tr> <td>Classification & Compensation</td> <td>Required: Sheila Wright Zeigler</td> <td></td> </tr> <tr> <td>Employment</td> <td>Required: Essence Floyd</td> <td></td> </tr> <tr> <td>HRIS Specialist</td> <td>Required: Sharon Soles</td> <td></td> </tr> </table>	Requestor	Required		Immediate Supervisor or Department Chair	Required		Appropriate Vice Chancellor or Dean	Required		Provost and Sr. VC for Academic Affairs	Required		Chancellor	Required		Controller	Required: Kenneth Spayd		Title III Office (if applicable)	Required		Budget or Contract and Grants Office	Required		Classification & Compensation	Required: Sheila Wright Zeigler		Employment	Required: Essence Floyd		HRIS Specialist	Required: Sharon Soles	
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