

Fayetteville State University  
Fayetteville, NC

**REQUEST FOR CHANGING THE NAME OF A CAMPUS UNIT**

**(This form is to be used only for the changing of the name of an existing unit. It is not to be used for the creation of a new unit.)**

1. Change being requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Rationale \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Place(s) where name change has to be indicated \_\_\_\_\_ Unit Website \_\_\_\_\_ Unit Literature  
\_\_\_\_\_ Unit Letterhead \_\_\_\_\_ Campus Publications \_\_\_\_\_ Campus notification \_\_\_\_\_ Signage  
\_\_\_\_\_ Catalog Other \_\_\_\_\_

4. Cost of Change \_\_\_\_\_ Source of funds \_\_\_\_\_

5. Approval Signatures

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Unit Head \_\_\_\_\_ Date \_\_\_\_\_

Dean/Division Head \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor \_\_\_\_\_ Date \_\_\_\_\_

Chancellor \_\_\_\_\_ Date \_\_\_\_\_