

Request for Change(s) to Building Code and Program, Department or Building Names

This form represents a procedure to request department name and building code changes. If changes are made to these codes and/or names, it affects many different areas on campus such as student schedules, online calendar, online class schedules, people search and phone directory. This process will establish a procedure for request, possible approval and notification. A committee will annually review the building codes.

NOTE: Careful consideration should be given in regards to requests for building name changes that only reflect a program or department title. Sometimes these name changes are temporary and emphasis will be placed on a more permanent-type name.

Person Requesting Change:

First Name _____ Last Name _____

Title _____ Department _____

Requested Change(s):

Building Code

Current: _____

Change to: _____

Building Name

Current: _____

Change to: _____

Program Name

Current: _____

Change to: _____

Department Name

Current: _____

Change to: _____

Other (Move, Status, etc.)

Current: _____

Change to: _____

Reason for Requested Change:

Required Signatures:

Person Submitting Request _____ Date _____

Department Chair/Director/Supervisor _____ Date _____

Academic Dean (If Appropriate) _____ Date _____

Vice President _____ Date _____

President _____ Date _____