This document must be submitted as a separate electronic document with the NSHE Organizational Unit Name Change Form. The NSHE Organizational Unit Proposal Form is used to propose a change to the name of an organizational unit, center, institute, department, school, or college. Research-only units initiate a name change through the Office of the Vice President for Research and Economic Development. This change has to be approved by the NSHE Academic Affairs Council (AAC) and the Board of Regents (BOR). For questions or to find out the date of the next NSHE AAC meeting at which this change could be presented please contact the Office of the Vice Provost for Academic Affairs at 702-895-1267.

1. **General Information**

|  |  |
| --- | --- |
| Current unit name: | Proposed unit name: |
| Academic unit it resides in: | Proposer name: |
| Campus phone: | Email address: |
| Date: |  |

1. **Items Required for Submission to be Complete**
2. Deans letter of support.
3. This coversheet (after all signatures are obtained, scan and submit electronically).
4. Completed [*NSHE Organizational Unit Name Change Form*](https://nshe.nevada.edu/wp-content/uploads/Academic-Affairs/Organizational_Unit_Name_Change_Form-rev_Nov2018.docx)*,* which must be submitted in Word format, and any supporting documentation.
5. Chair/Director approval (if this change is brought forward by anyone other than a chair/director).
6. **Signatures**

|  |
| --- |
| Chair/Director Approval: |
| Dean Approval: |

1. **Dean Submit Electronic Documents to:** [**vpap@unlv.edu**](mailto:vpap@unlv.edu)
2. **After NSHE AAC approval and BOR approval, which could occur at a different meeting, a Provost Alert will be issued by the Office of the Executive Vice President and Provost.**