

Organization of Interest – Name Changes
(Effective October 1, 2015, Revised 2/17)

Applicability

These guidelines apply to all units across the University as they relate to official organization name changes. These guidelines do not apply to the naming of buildings, roads, or other physical University facilities. For information regarding the naming for these entities, please see the University naming website at naming.msu.edu. These guidelines also do not apply to the naming of academic majors, specializations, degrees or certificates. Nor do these guidelines apply to the naming of entities in the University’s appointment system. Furthermore, these guidelines in no way are intended to supersede the Academic Governance process.

Types of Name Changes

There are two types of name changes, Editorial and Content name changes, which are defined below.

- Editorial Name Change: a change that is made for purposes of editorial clarification of the unit’s name. This does not reflect an actual or perceived change in purpose or scope. This is typically a minor tweak such as adding/removing an “s”, “the” or an “a”.
- Content Name Change: a change that has the ability to potentially alter, or reflect the altering of, the substance and scope of the work of the unit. Most changes fall into this category.

Changing a Name at or Above the U1 Level

Changing the name of a unit at or above the U1 level requires appropriate approval(s) from the appropriate Dean/Unit Head, the Director of the Office of Planning and Budgets (OPB), and in some instances, the proper Executive Vice President, Academic Governance, and the President. The different approvals required varies depending on whether the unit requesting the change is a degree granting college/unit/Neighborhood Student Success Collaborative (NSSC, formerly the Undergraduate University Division-UUD) or a non-degree granting unit.

Editorial Name Change Required Approvals

- Non-Degree Granting Units: The Dean/Unit Head from the requesting organization must first approve the request at which point, staff should e-mail OPB staff at orgchng@msu.edu to request the change, which should include proof of approval from the Dean/Unit head. The request will be presented to the Director of OPB for approval. Once approved, the change will be made in the Organization of Interest (OOI) system.

- Degree Granting College/Unit/Neighborhood Student Success Collaborative (NSSC): The Dean/Unit Head from the requesting organization must first approve the request at which point, staff should e-mail OPB staff at orgchng@msu.edu to request the change, which should include proof of approval from the Dean/Unit head. The request will be presented to the Director of OPB for approval and then to the appropriate Executive Vice President. Once approved, the change will be made in the Organization of Interest (OOI) system.
**Content Name Change Required Approvals**

- **Non-Degree Granting Units:** The Dean/Unit Head from the requesting organization must first approve the request at which point, staff should e-mail OPB staff at orgchng@msu.edu to request the change, which should include proof of approval from the Dean/Unit head. The request will then be presented to the Director of OPB for approval and then to the appropriate Executive Vice President. If approved, the change will be made in the OOI system.

- **Degree Granting College/Unit/ Neighborhood Student Success Collaborative (NSSC):** The requesting organization must first contact the appropriate executive and follow the Academic Governance process, which may include required approval by the President, for direction on changing the name of an academic unit.

  Once approval has been obtained through the proper process, the Dean/Unit Head of the requesting organization should e-mail OPB staff at orgchng@msu.edu, and include proof of approval(s) (an e-mail from the proper executive or an attachment in an e-mail is acceptable form of approval). At this point, the information will be presented to the Director of OPB and the change will be made in the OOI system.

For additional information on the approval process for various types of name changes, depending on whether the requesting unit is a degree-granting unit/NSSC or a non-degree granting unit, please see the chart on page 4 of this document.

**Changing a Name for Subunits (U2 to U7)**

Executive approval is not required for name changes at this level. However, before changing the name of an organization at this level, it is important to discuss and obtain approval from appropriate parties within the unit before undertaking any name change.

**Required Name Information to Complete a Name Change Request**

All organizations in OOI, regardless of type, have four names in OOI. When considering a name change, please be mindful of the following regarding the Official Name, Full Name, and Short Name and the following limitations:

- **Official Name:** 255 character limit, including spaces.
- **Published Name:** 255 character limit, will be the same as the Official Name, unless otherwise specified, but with upper and lowercase and abbreviations spelled out as appropriate.
- **Full Name:** 40 character limit, including spaces. Special characters, including, but not limited to - / \ ( ) , & . # + @ *! are not allowed.
- **Short Name:** 20 character limit, including spaces. Special characters, including, but not limited to - / \ ( ) , & . # + @ *! are not allowed.

**Time Frame and Timeline for Name Change Requests**

When an approved request for a name change is received by OPB between November and mid-May, please allow 2-4 weeks for the change to be made in the OOI system. After the change has been made, the requesting unit will be notified. Furthermore, please allow several days after the change has been made in OOI for it to be reflected across systems as they update over the following days.
However, since OOI is the system of record and interfaces with numerous other systems across campus (such as KFS and SAP) as the fiscal year ends and the new one begins, many of these systems are being utilized for year-end activities and reporting. From mid-May to mid-June as year-end processes begin, only urgent name change requests and those initiated by executive management are accommodated. However, from mid-June to September, OOI functions, such as name changes, may interfere with these systems and produce inaccurate reporting. Therefore, name changes are typically not completed during this time unless the request is initiated by executive management.

Furthermore, the annual raise process takes place from early September through October. During this time, certain OOI actions, including name changes, may be unavailable, unless requested is initiated by executive management.
Appendix A: Illustrative Approval Process for Changes to Organizations at the U1 Level or Above

Below is general information on the approval process for various types of org changes. If you have specific questions about the approval process for your particular unit and change requested, please contact OPB for further assistance. Please note, the approval process for organization change in no way supersedes decisions made by the appropriate executive, Academic Governance, the President or the Board. All questions relating to the creation, moratorium, or ending of academic programs should continue to be directed to the proper resource.

Note: The * indicates that for University centers and institutes, approval must be granted by the Vice President for Research and Graduate Studies.

<table>
<thead>
<tr>
<th>Order of Required Approvals for Organizational Changes</th>
<th>1. Dean/Unit Head</th>
<th>2. OPB</th>
<th>3. Provost/EVP*</th>
<th>4. Academic Governance</th>
<th>5. President</th>
<th>6. Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editorial Name Change, U1 or above (Non-Degree Granting Unit)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Content Name Change, U1 or above (Non-Degree Granting Unit)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Creating/Moving/Merging/Splitting/Ending of a U1 or above (Non-Degree Granting Unit)*</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Editorial Name Change, U1 or above (Degree Granting College/Unit &amp; Neighborhood Student Success Collaborative)</td>
<td>✓</td>
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</tbody>
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**Academic Programs**

| Creation/Moving/Merging/Splitting/Moratorium/Ending of a U1 or above (Degree Granting College/Unit & Neighborhood Student Success Collaborative) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |