

## 25. Policy on Change of Name or Adding New Division

As stated in C.1. Policy on Substantive Change and Notification, the Accrediting Commission considers a change of name of an institution **or adding a new division** to be a “substantive change” and prior approval is required before the change may be included in the institution’s grant of accreditation. (10/11)

### Action

**Prior Approval:** When an institution proposes to change its name **or add a new division**, it must submit to the Commission a *Change of Name or Adding New Division Report* at least 30 days prior to making the change. The *Change of Name Report* must include the following:

- Proposed new name **or name of new division;**
- A comprehensive and detailed description as to why the institution is seeking to change its name **or add a new division;**
- A description as to how the new name **or new division** is appropriate to the institution’s missions, goals, and objectives;
- A description and supporting documentation of what research was done to make certain the new name **or new division name** is not being used by another institution and that the new name is free of any negative connotations;
- Documentation of what research was done on a new domain name (if applicable);
- Proposed date when the new name **or new division name** will be used;
- **Documentation demonstrating the institution has sufficient financial and administrative resources to operate an additional division;** and
- Any prior approval from the state (or applicable regulatory agency). If the state does not require approval, documentation from the agency to that effect must be submitted.

Note: If the institution is seeking to use “university” or “college” in the name, it must first be approved by DETC as a degree-granting institution.

The Commission will review the *Change of Name or Adding New Division Report* and approve it or not approve it for good cause.

At least 30 days after the institution implements the name change, it must submit the following:

- Copy of the institution’s state license and/or approval letter displaying the new name **or new division;**
- Copy of the institution’s revised catalog and enrollment agreement using the new name **or new division;**
- Copy of any advertising using the new name **or new division;** and
- Copy of DETC’s Teach-Out Commitment (E.8. or E.9.) using the new name.

In all cases, the Commission will allow the institution sufficient time to respond to any findings before any final decision regarding the institution’s accredited status is made.

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*(Please Note: This page was left blank on purpose.)*