

## University of Louisiana System

**Title: NAME CHANGE POLICIES AND GUIDELINES**

**Effective Date: October, 2021**  
**Cancellation: September, 1998**

**Chapter: Miscellaneous**

### Policy and Procedures Memorandum

#### **Preface**

Act 45 (Appendix A) of the 1995 Regular Session of the Louisiana Legislature (Senate Bill 843 by Picard and Brinkhaus, and Representatives McDonald, McFerren, Montgomery and Thompson) officially named the system of institutions under the supervision and management of the Board of Trustees for State Colleges and Universities the \_\_\_\_\_ of Louisiana. The Act also authorized the Board of Trustees and Board of Regents to approve the change of name of any university within the System to the \_\_\_\_\_ of Louisiana at (its geographic \_\_\_\_\_ provided no less than two institutions make a request for and are approved to change the institutional names.

In order to facilitate the provisions of Act 45, institutions should adhere to the following guidelines:

#### **I. Institution Name Change Procedure**

Any university within the University of Louisiana System wishing to change its name shall utilize the following procedure:

- A. The university president shall appoint a study committee composed of representatives from the student body, staff, faculty, alumni and community (non-alumni) to assess the name change. The committee shall submit a report to the president and the Board of Trustees. The Board of Trustees shall then recommend to the Board of Regents whether to approve the name change. The Board of Regents shall then approve or disapprove the name change.

- B. Following a favorable recommendation by the study committee, the president of the university must submit a formal letter of application to the System office for Board of Supervisors approval.
- C. Following approval by the Board of Supervisors, the request shall be submitted to the Board of Regents.

## II. University and System Name Guidelines

All institutions within the University of Louisiana System are to comply with the following precepts and guidelines set forth to govern and coordinate the use of the University of Louisiana name and logo:

- A. There is no main campus for the University of Louisiana System. Any designation of or refer to similar descriptor is prohibited.
- B. The use of the University of Louisiana System logo and/or the phrase of general use must have prior approval by the Board of Supervisors for the University of Louisiana System.
- C. All formal must be followed by the geographic location. This requirement is applicable to the university and any of its affiliated organizations (alumni associations, development foundations, bookstores, etc.)
- D. All institutions, whether or not their names are changed to the University of r of the University of prominently on all stationery as well as on title pages of university/college catalogs, magazines, newspapers, and journals.
- E. Any adaptation of the University of Louisiana System logo and seal to university use must be reviewed and approved prior to their use by the System office and the Board.

### *Policy References:*

Louisiana Revised Statutes

### *Review Process:*



