

SUNY Potsdam Naming Policy

Adopted from SUNY Plattsburgh

As necessary, College organizational units (including but not limited to: departments, offices, divisions) may petition for name changes, or to form new organizational units, to ensure that they adequately reflect their responsibilities, the needs of their constituents, best practices in their fields, or other legitimate purposes.

The organizational unit should first contact their Vice President/Dean. The next step is to discuss with Communications the implications of naming which includes but is not limited to email addresses, signage, marketing. Any change in the name of an organizational unit of the College must be approved at the President's Council level.

Please note that this policy does not pertain to the naming of College facilities, physical spaces, academic programs, scholarships, and endowed or annual funds after individuals, families, foundations, corporations, or other entities. Such naming is governed by Potsdam College Foundation and SUNY Board of Trustees Naming Opportunity Policies.