In order for a Registered Student Organization to change the name of the organization, a memo signed by the organization president and the Faculty/Staff Advisor should be sent to the Department of Campus Life.

The memo should include:
• the original name of the organization
• the new name of the organization
• a brief explanation for the change
• a completed Agency Account Approval Form with the new organization name should be attached to the memo

The name change for a Registered Student Organization will be reflected in the following places:
• theLink
• Agency account
• Room reservation system
• Department of Campus Life records