

Policy No.	Officer Responsible		
OP.303	Vice-President Academic and Provost		
Policy Name			
Naming of Academic Units			
Approved by	Replaces	Category	Next Review
SLC	E.303		May 2023
Date Issued	Date Revised	Related Policies, Reference	
February 9, 2005	May 23, 2018	B.105 Establishment and Discontinuance of Faculties	

1 PURPOSE

This policy establishes Capilano University guidelines on naming of all academic units.

2 SCOPE

This policy does not apply to non-academic units.

3 POLICY STATEMENT

3.1 All academic units are established within a three-tier structure:

- 1) Faculties
- 2) Schools or other academic units within a Faculty (e.g. Centres or Institutes)
- 3) Departments

3.2 Naming a Faculty will occur during its creation as outlined in B.105 Establishment and Discontinuance of Faculties.

3.3 To change the name of a Faculty, the Vice-President Academic and Provost must seek the approval of Senate and the Board.

3.4 To name a School or Department, the dean must seek the approval of the Senior Leadership Council (SLC).

3.5 To change the name of a School or Department, the dean must seek the approval of the SLC.