

**STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION**

**PROCEDURE**

**PROCEDURE NUMBER: 1-2-100.1**

**PAGE: 1 of 1**

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**TITLE: REQUEST TO CHANGE NAME OF AN INSTITUTION**

**POLICY REFERENCE NUMBER: 1-2-100**

**DIVISION OF RESPONSIBILITY: EXECUTIVE DIRECTOR**

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**DATE OF LAST REVISION: August 18, 1989**

**DATE OF LAST REVIEW: January 23, 2012**

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**EXECUTIVE DIRECTOR**

An area commission may request in writing approval of the State Board to name or rename an institution under its governance the "\_\_\_\_\_ Technical College." The request shall include the name proposed for the institution including the names proposed for any permanent, separate campuses of the institution, and shall also include comprehensive statements indicating the extent to which the institution possesses the characteristics described, and that it meets all the criteria set forth herein.

The approval of the State Board may be granted upon the recommendation of the Executive Director, following determination that the institution possesses the characteristics and that all of the criteria have been met.