

Request to Change the University's Organizational Structure

Choose one of the below three actions: *(additional changes should be submitted on a separate form)*

Add Org(s)

Inactive Org(s)

Changes to an Existing Org (check all that apply)

Change Org "Reports to"

Change Org Description (Name)*

Change Org Head

Default Location, phone, etc...

Please describe the reason for the request:

Please complete the following as necessary:

Inactivations and Changes (from values)		New Org and Changes (to values)	
		Effective Date:	
Org ID:	UOC0	Org ID:	UOC0
Org Desc*:		Org Desc*:	
Org Head Employee Number and Name:		Org Head Employee Number and Name:	
Reports to:	UOC0	Reports to:	UOC0

*30 character limit

Authorized by: _____ Date: _____
Org Head to which changing or new org reports (Print)

Authorized by: _____ Date: _____
Org Head to which changing or new org reports (Signature)

NOTE: supporting documentation must accompany this request (i.e. organizational chart, announcement, offer letter, etc.)

After signature (approval) is obtained, scan and save this form as a PDF.