

## NAMING REQUEST FORM

### Request for Functional/Administrative, Honorific, or Commemorative Naming

Submit both pages of this naming request form (and any additional supporting documentation) via university mail to: President's Office at UC Foundation, Suite 100, Mail Location 0064  
Or submit via email to: [presidents.office@foundation.uc.edu](mailto:presidents.office@foundation.uc.edu).

Date of Request

Name of Nominator

College or Unit

Facility, Space or Program Current Name (if any)

Campus

Proposed Name

Location on Campus (Specify building and room number, if applicable)

Purpose of Facility, Space or Program to be Named

Rationale for Proposed Name (Submit detailed information on Page 2 of the Naming Request Form)

This submission must include the signatures of the Department/Unit Head and the Senior Vice President for Administration and Finance.

Approvals (signature and date)

Department/Unit Head

Date

Senior Vice President for Administration and Finance

Date

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### Rationale for Proposed Name

*Please provide a description of the accomplishments of the proposed honoree and detail their historical connection to the university. Include dates when possible.*

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