

Requesting the Use of “College” or “University”

The determination of the use of the words “college” or “university” is deferred to the Georgia Nonpublic Postsecondary Education Commission by the Secretary of State’s office. If the request is made directly to the Secretary of State’s office, the requestor will receive a letter indicating that the request has not been approved and must be made to GNPEC using the following procedure:

The requestor, the owner of the institution or the registered agent, must make a formal request in writing to the Executive Director. The request must be provided on official letterhead and include the following components:

- a. The nature of your business;
- b. The services to be provided and if you intent to offer, now or in the future, any postsecondary training or programming;
- c. The name and location of your business and a link to your internet site, if any. Be sure to include complete contact information for yourself and any other principals involved.

The letter may be mailed, faxed or emailed as pdf to:

Georgia Nonpublic Postsecondary Education Commission
Attn: Name Reservation Review
2082 East Exchange Place, Suite 220
Tucker, GA 30084
Fax: (770) 414-3309
Email: patn@gnpec.org

2. If the requesting entity is educational, the following criteria apply:
 - a. The word “college” may only be used if the institution offers at least one undergraduate degree level program at the associate’s level at minimum.
 - b. The word “university” may only be used if the institution offers at least one graduate level degree program.
3. If the requesting entity is not educational, consideration is given as to whether or not the nature of the entity at the specific location being requested will cause confusion for students at nearby educational institutions. Other existing educational institutions may be consulted in GNPEC’s making of the determination.
4. On receipt of this information, the request will be reviewed and notification will be provided in writing of the determination within five to ten business days.