

Names of colleges and units

Use the full, capitalized proper name when first mentioning the name of the college, school, department, or unit. Include the short form within parentheses and use it in subsequent mentions.

The Division of Alumni Affairs and Development (AAD) connects with Cornell's wide audience of alumni, parents, and friends. AAD drives the university's fundraising and engagement efforts.

The College of Agriculture and Life Sciences (CALS) is the second largest undergraduate college at Cornell.

The College of Arts and Sciences (A&S) is the largest college at the university. [Note that abbreviated form uses "&" instead of "and."]

When spelling out, use a serial comma for names containing a list of three or more. Also, replace any instance of "&" with "and."

College of Architecture, Art, and Planning

College of Agriculture and Life Sciences

College of Arts and Sciences

Don't capitalize unofficial variants of the name.

Department of English

English department

~~*English Department*~~

College of Veterinary Medicine

CVM

veterinary college

~~*Veterinary College*~~

~~*vet college*~~

The full names of colleges and units—as well as their preferred abbreviations—sometimes change. Keep abreast of changes by checking the usage of names on official websites including this Cornell page on nomenclature: <https://brand.cornell.edu/messaging/nomenclature/>