

EDINBORO UNIVERSITY OF PENNSYLVANIA

STUDENT NAME CHANGE-Policy No. A039

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on February 22, 1993

Review Date: As Required

INTENT

The intent of this policy is to establish a process to enable students to change their name as it appears on official University records.

POLICY

In order to maintain the integrity and accuracy of student records and protect the rights and privacy of students, the University will permit a name change on official records only under specified conditions.

PROCEDURE

1. A current student or former student may request a change of name using the Change of Name form or via written correspondence. Forms are available from the Office of Records and Registration.
2. The student must provide legal evidence of the name change by presenting either an original or notarized copy of a court order or decree.
3. As an alternative, a student must provide a statement made under oath that he or she has adopted a name which the student is using consistently, nonfraudulently and exclusively. In addition to the sworn statement, the student must provide at least two documents of identification which will support that the adopted name is used consistently, nonfraudulently and exclusively. (Examples of appropriate supporting documentation include a driver's operating license or passport.) Information on other appropriate supporting documentation may be obtained from the Office of Records and Registration.
4. The Office of Records and Registration will be the sole point for the processing of a student name change.