Policy 10.1
Student Name Policy

Responsible Official: Provost and Executive Vice President for Academic Affairs
Administering Division/Department: General Policies
Effective Date: December 31, 2009
Last Revision Date: December 11, 2018

Policy Sections:
I. Overview
II. Applicability
III. Policy Details
IV. Definitions
V. Related Links
VI. Contact Information
VII. Revision History

Overview

Emory University maintains the academic record for currently enrolled students as well as alumni. In order to maintain accurate student records and to provide truthful verification of attendance and degrees earned, it is necessary to maintain consistent student naming conventions across all student records.

The University will use a student’s Legal Name where there is a legal or business need and for all external reporting. The University will allow the use of a Preferred Name to provide students a consistent preferred name experience across University systems and where use of one’s Legal Name is not absolutely necessary.

Applicability

This policy applies to current and former students.

Policy Details
The following University documents/processes require using the student’s Legal Name:

- Student Financial Accounts
- Financial Aid
- Responses to enrollment inquiries such as verification requests
- Official transcripts
- Student employee/payroll information
- Emergency Responder and Enforcement Systems (Parking, Police, etc.)
- Internal systems that require and can only accommodate Legal Name
- All external communications and reporting

Students will be permitted to use a Preferred Name for the following documents/processes:

- OPUS Student Self Service
- OPUS Advisor Self Service Center
- OPUS Instructor Self Service Center
- Emory Card
- Class and Grade Roster
- Instructor Name on Class Search and Student Schedule
- Unofficial/Advising Documents
- Adirondack/My Housing
- Emory Online Directory (unless directory suppressed) *
- Canvas
- University Diploma**
- Commencement program

Emory University supports many systems outside of OPUS. If students are interacting with a business unit on campus and they are not using a Preferred Name or Legal Name, contact the Office of the Registrar for assistance.

*Keeping Your Identity Private
Under FERPA, the Family Educational Rights and Privacy Act, directory information may be disclosed to the public. At Emory, directory information includes but is not limited to, the student’s Legal Name and/or Preferred Name. A student who does not want to be included in the directory can withhold directory information.

**University Diplomas
The Emory University diploma is a ceremonial document confirming that the student has completed the requirements for the degree specified on the diploma. As such the official document of record which confirms the achievement of a degree is a graduate’s official transcript.

A student’s Legal Name or Preferred Name will appear on the diploma without additional titles, prefixes, or suffixes other than the customary indication of Jr., Sr., II, III, etc. Emory University will not list prior degrees, certifications, titles, professional designations, or other credentials unrelated to the degree being granted by Emory.

By choosing to list a Preferred Name on the diploma students should consider the following:

- Choosing to list a name other than a Legal Name on a diploma may cause anticipated and unanticipated rejection, delay, scrutiny, and/or requirements for additional proof of identification associated with any applications for employment, licensure, credentialing, visa applications, or other processes requiring education records.
- A diploma bearing a Preferred Name will NOT match transcripts, and enrollment verifications which will bear the student’s Legal Name.
- A diploma bearing a Preferred Name may not match the name as listed on any official government issued identification documents such as passports, motor vehicle licenses, and any social/national identity number documents.
• Third parties using the Preferred Name listed on a diploma will NOT be able to verify a degree through the National Student Clearinghouse because of the name mismatch.
• A diploma bearing a Preferred Name will NOT be eligible for the apostille/great seal service as this can ONLY be done on diplomas bearing a Legal Name (*An apostille/great seal authenticates the signatures of officials on US public documents for recognition in foreign countries*).
• Requests for additional diplomas, including listing a Preferred Name or Legal Name, shall be subject to the standard diploma replacement fee.

**Student Name Change**

Students are expected to supply their Legal Name on the application for admission. Legal Name changes can only be made by the student and should be directed to the Office of the Registrar.

Legal Name changes will only be recorded when there is sufficient evidence supporting the change. Students must complete the Notification of Legal Name Change form, along with any of the following supporting documents showing the changed name:

1. Marriage License and Picture ID, or
2. Court Order and Picture ID, or
3. Passport, or
4. State/Government Issued ID (such as driver’s license reflecting the new name)

Preferred Name changes can be made by the student directly in OPUS.

**Definitions**

Legal Name – An individual’s name that is usually given at birth and recorded on the birth certificate or name that is listed on any government-issued identification document.

Preferred Name – A first and/or middle name chosen by the student that is different from their legal name that can be used in select areas of business and communication by the University. The University reserves the right to refuse a student’s use of a Preferred Name if it is considered offensive, done for the purposes of misrepresentation, to avoid legal obligations or any other illegal purpose.

**Related Links**

- Legal Name Change Form ([https://redcap.emory.edu/surveys/?s=MEAHT8R43P](https://redcap.emory.edu/surveys/?s=MEAHT8R43P))
- Directory Information

**Contact Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>University Registrar’s Office</td>
<td>404-727-6052</td>
<td><a href="mailto:registr@emory.edu">registr@emory.edu</a></td>
</tr>
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Page: 3/5  Page 3 of 4  This copy will expire in 24 hours.
Revision History

- Version Published on: Jan 24, 2019 (combined version of Business School policy and policy 10.1 and information from Registrar’s preferred name policy)
- Version Published on Apr 26, 2017
- Version Published on Dec 02, 2009 (Original Publication)
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