



UNIVERSITY POLICY

ETHICS AND RECORDS POLICIES

Number: 603

Subject: Individual Name Change Policy

Covered Individuals: Prospective Students, Active/Inactive Students, Alumni, Donors, Faculty, Staff

Covered Campus Locations: All locations

Effective Date: September 16, 2020

Date of Latest Revision:

PURPOSE

To define the process of requesting an individual name change within the Upper Iowa University (UIU or University) Student Records System.

DEFINITIONS

Legal Name -- the formal name that a person is recognized by in court.

Campus Name – a name other than the legal name for a student that the student uses, regardless of whether there has been a legal name change, except where the legal name is required by law, such as legal and medical documentation.

Preferred Name – a nickname by which the individual prefers to be called (e.g. “Bill” for “William”).

POLICY

Legal Name Change:

Changing the legal name on an individual’s record requires the individual to provide documentation of the new legal name, unless the individual is a prospective student. The Name Change Form and at least one type of acceptable documentation must be submitted. Acceptable documentation may include but is not limited to:

- Copy of a court order reflecting the name status
- Copy of Government issued ID
- Copy of Passport
- Copy of Social Security Card

If the individual is a prospective student, data processing staff can change the official name without any documentation being presented. If the individual is considered faculty or staff, only the court order or Social Security card will be accepted for this purpose.

Campus Name Change:

Changing the campus name on an individual's record requires the individual to complete the Name Change Form. The campus name will be used in the following systems and records: email, student identification card, class roster, and uiuLearn classroom.

UIU reserves the right to reject inappropriate requests such as offensive or derogatory language. The use of the campus name cannot be used for misrepresentation or for illegal purposes.

Preferred Name Change:

Changing the preferred name on an individual's record requires the individual to complete the Name Change Form. This may be updated without documentation. Some acceptable examples of the use of a preferred first name include (but are not limited to):

- A shortened derivative of a name
- A middle name instead of a first name
- First and middle initials
- An anglicized name
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing

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RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

[Name Change Form](#)

CONTACTS

Acting as the Policy Owner, the Registrar's Office is responsible for answering questions regarding the application of this policy.

SANCTIONS

N/A

HISTORY

August 31, 2020 – The University Policy Committee recommended the policy.

September 16, 2020 – The President's Council recommended and the President approved the policy.