



## Policy 10.1

### Student Name

**Responsible Official:** Provost and Executive Vice President for Academic Affairs

**Administering Division/Department:** General Policies

**Effective Date:** December 31, 2009

**Last Revision:** April 26, 2017

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#### 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.

#### Applicability

This policy applies to current students and former students.

#### Policy Details

##### University Diploma

The Emory University diploma is a ceremonial document confirming that the student has completed the requirements for the degree specified on the diploma. The student's name is to 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.

##### Student Name on Diploma

Emory University will print the student's official name of record on the diploma at the time of graduation. The full name will be used. The student's name is recorded as submitted at the time of application for admission. Students are expected to supply their full legal name on the application for admission. Variations of the student's official name of record will not be permitted on the diploma. Students wishing an alternate name on their diploma are advised to consider an official name change.

##### Student Change of Name

Students are expected to supply their full legal name on the application for admission. Student name changes should be directed to the Office of the Registrar and will only be recorded when there is sufficient evidence supporting the change. Students must provide one of the following showing the changed name:

1. Marriage License, or
2. Court Order, or
3. Driver's license showing the new name plus one of the following also showing the new name: social security card, credit card, or bank check.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/10.1>
- [Name Change Form](http://registrar.emory.edu/_includes/documents/sections/records-transcripts/Name_Change.pdf) (http://registrar.emory.edu/\_includes/documents/sections/records-transcripts/Name\_Change.pdf)

### Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	University Registrar's Office	404-727-6052	registr@emory.edu

### Revision History

- Version Published on: Dec 02, 2009
- Version Published on: Dec 02, 2009 (*Original Publication*)

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