



ETHICS AND RECORDS POLICY

NUMBER/TITLE: ER 603, INDIVIDUAL NAME CHANGE POLICY

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

Strategic Priority: SP 1

Covered Locations: All UIU Locations

HLC: Criterion 2. A

Effective Date: 9/16/2020

Consultations: EM, Univ. Policy Cmte.

Last Revision: 9/16/2020

POLICY STATEMENT

The name change policy covers the types of name data that the University collects and the requirements for students, prospective students, and employees who wish to request a change to the name information on record.

PURPOSE

The purpose of this policy is 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 IMPLEMENTATION

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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CUSTODIAN

University Registrar

HISTORY

New/Revision Number:	Date of Action/Approval	Revision Change
ER 603	8/31/2020	Policy recommended by University Policy Committee
603	9/16/2020	Approved by President’s Council
603	9/18/2023	Reviewed and New Template