

University Policy 4.01.06**Official Student Name of Record****Revised Policy Approval Date: June 6, 2017****Revised Policy Effective Date: July 1, 2017****Revised Procedure Approval Date: September 12, 2022****Revised Procedure Effective Date: September 12, 2022****POLICY STATEMENT**

Capella University uses a student's legal name, as associated with the student's government-issued identification. This name is used in student records, on transcripts, and in official university documentation.

RATIONALE

Capella University requires the use of a student's legal name in order to maintain accurate student records, prevent fraud, eliminate record duplication, facilitate record retrieval, and provide consistency of service and information.

DEFINITIONS**Legal Name**

Legal name refers to the name associated with a student's government-issued identification and is the name to be used for all academic records, institutional documentation, and transactional purposes.

Official University Documentation

Official university documentation refers to documents that represent a student's academic record and establish the student's identity.

Preferred Name

Preferred name refers to the first name a student wishes to be known by and to appear in university directories and courseroom rosters.

PROCEDURES**I. Initial Documentation of Student Name**

Applicants to Capella University provide Capella with their legal name of record at the time of admission application. Applicants can also add a preferred first name to their admission application.

II. Changing Student Name in Student Record

A. Changing a student name in Capella University systems and on transcripts requires official documentation. Examples of acceptable documentation include:

1. For U.S. residents and permit residents, government-issued documentation such as a Social Security card, passport, or driver's license

2. For international students, a government-issued ID from the country of residency
 - B. Once documentation has been received via fax or mail, the Admissions & Records Operations department will process the name change and send a confirmation email to the student.
 - C. Capella University will not honor requests to use any name other than the student's legal name of record on any official university document.
- III. Changing Student Preferred Name in the Student Center on Campus
- A. Changing a student preferred name can be done by the student via self-service or by university staff on their behalf at their request.
 1. To change via self-service, once the student is logged into their account on Campus, they can navigate to the Student Center.
 2. Once in the Student Center, go to the Personal Information section, select Names, and then select Edit to change their preferred first name.
- IV. All procedures in this policy apply to students in programs in GuidedPath and FlexPath formats.

POLICY OWNERS

Academic Owner: Registrar

Operations Owner: Admissions & Records Operations

RELATED DOCUMENTS

University policy 4.01.01 FERPA and Student Directory Information

University policy 4.01.02 Retention of Student Records and Work Products

REVISION HISTORY

Original Policy Approval Date: October 12, 2007

Effective Date: January 1, 2008

Revision Dates: 3-8-12; 8-11-16; 6-6-17; 9-12-22

Administrative edits as result of ongoing review: 2-22-10; 11-13-12; 3-26-21; 7-1-23; 4-1-25