

University Policy 4.01.06**Official Learner Name of Record****Policy Approval Date: June 6, 2017****Policy Effective Date: July 1, 2017****Procedure Approval Date: June 6, 2017****Procedure Effective Date: July 1, 2017****POLICY STATEMENT**

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

RATIONALE

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

DEFINITIONSLegal Name

Legal name refers to the name associated with a learner'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 learner's academic record and establish the learner's identity.

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

Applicants to Capella University provide Capella with their legal name of record at the time of admission application.

II. Changing Learner Name in Learner Record

A. Changing a learner 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 learners, a government-issued ID from the country of residency

B. Once documentation has been received via fax or mail, the Learner Services and Operations department will process the name change and send a confirmation email to the learner.

C. Capella University will not honor requests to use any name other than the learner's legal name of record on any official university document.

III. All procedures in this policy apply to learners in credit-based (GuidedPath) and FlexPath programs.

POLICY OWNERS

Academic Owner: Admission and Transfer Officer

Operations Owner: Learner Services and Operations

RELATED DOCUMENTS

University policy 4.01.01 FERPA and Learner Directory Information

University policy 4.01.02 Retention of Learner Records

University policy 4.01.03 Retaining Learner Work Products and Grading Records

REVISION HISTORY

Original Policy Approval Date: October 12, 2007

Effective Date: January 1, 2008

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Administrative edits as result of ongoing review: 2-22-10; 11-13-12