



Policy AC055: Name Change

Recommended for Approval by: Scott E. Miller, Senior VP for Academic Affairs and Provost

Approved by: Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

To establish a process to enable students to change their legal name as it appears on official Pennsylvania Western University records.

B. Definition(s)

None.

C. Policy

In order to maintain the integrity and accuracy of student records and protect the rights and privacy of students, the university will permit a change of legal name on official records according to the procedure below.

Students wishing to change how their first name appears on unofficial records at the university (e.g., class rosters) should consult the Preferred First Name Policy (AC056).

The Office of the Registrar will be the sole point for processing a student name change.

D. Procedure(s)

1. A current or former student may request a change of legal name using the Name, Address, or Social Security Number Change form or via written correspondence to the Office of the Registrar.
2. The student must provide legal evidence of the name change by presenting either an original or notarized copy of a court order or decree.
3. As an alternative, the student may provide legible copies of a marriage license, government issued Photo ID, or driver's license showing the new name.
4. Upon verification, the Registrar will enact the name change in official university records.

E. Related policies

Preferred First Name Policy (AC056)

Transcript and Diploma Policy (AC041)

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.