



1.0.013 Name Changes

Effective date:	N.D. [as “Name Change Information”]
Last revision date:	February 6, 2024
Approvals:	Executive Educational Council (EEC)
Responsible office:	Information Technology, Registrar’s Office, Human Resources
Policy contact:	Director of Data Applications and Systems, Registrar

I. PURPOSE and SCOPE

This policy defines how members of the MSOE community can change their legal name or add a campus name in MSOE systems. This policy applies to all members of the MSOE community: faculty, staff, students, and alumni.

II. RELATED POLICIES

None

III. DEFINITIONS

Campus Name: Campus name refers to a name that differs from a legal name that can be modified at the request of students or employees. Campus name is a name type field in Jenzabar. This field will be used by Jenzabar as the primary name in the system.

Legal Name: Legal name refers to the name on a student or employee’s legal documents that can be changed by showing an updated legal document issued by the US government in the procedures outlined below. It is a name type field in Jenzabar.

IV. POLICY STATEMENT

Members of the MSOE community may require changes to their **legal** name such as through marriage or divorce. Changing a legal name will change the name across MSOE systems.

Additionally, MSOE recognizes that members of the MSOE community may choose to identify themselves within the university community with a name that differs, which is referred to as a **campus** name. The goal of the campus name option is to provide a consistent name across most university systems and the use of that name wherever legal name is not necessary. Use of the campus name is not allowed for misrepresentation or fraud. Campus names are subject to review by the appropriate governing office, either Human Resources or the Registrar.

Changing a **campus** name will change the name displayed in the learning management system (Canvas), email, MS Office, and other systems not listed below. A campus name change can also be used to correct a name that is not displaying correctly.

Certain documents/records/files cannot be changed to a **campus** name, including, but not limited to:

- All HR documentation
 - Student Record documentation, including university transcript
 - Financial Aid documentation
 - Billing documentation
 - Official communications to non-MSOE faculty, staff, or students.
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V. PROCEDURE

A. Changing Legal Name:

To change to a **legal** name in campus systems, students, faculty, staff, and alums must fill out and submit the legal name portion of the “Name Change Request” form and provide an original copy of a legal document for review and verification. The original legal documents are returned to the individual and only copies are kept on file.

- Faculty, staff, and student employees submit the form and document(s) to Human Resources. HR will forward documentation for student employees to the Registrar’s Office.
- Students/alums submit the form and legal document to the Registrar’s Office. The Registrar’s office will forward documentation for employees to Human Resources.

Acceptable documents are:

- Marriage license (employees must also show receipt of social security card application), OR
- Divorce decree (the part that indicates a name change) (employees must also show receipt of social security card application), OR
- Certificate of naturalization showing a new name, OR
- Court order for a name change, OR
- A copy of new Social Security card, state-issued ID card/driver’s license, or valid passport showing new name (Please note: For current international students, the new legal name must match the name on the passport)

B. Adding or changing a Campus Name:

To add or change a campus name, the Campus Name section of the “Name Change Request” form must be completed. No documentation is necessary.

- Employees should submit this form to Human Resources

- Students should submit this form to the Dean of Students

C. Access to view and change legal name is restricted in the following manner:

1. Persons in the following positions can change legal name:
 - Registrar
 - Dean of Admissions
 - Director of Traditional Admissions
 - Director of Non-Traditional Admissions
 - All employees in Human Resources
2. Persons in the following positions can view legal name even if a campus name is in place:
 - VP of Academics
 - VP of Finance
 - Dean of Students
 - Assistant VP of Institutional Effectiveness
 - Academic Department Chairs
 - Information Technology Data Applications and Systems Personnel
 - All employees of the following offices (including student employees):
 - Student Accounts
 - Finance Office
 - Public Safety
 - Enrollment
 - Registrar's Office

VI. EXCEPTIONS

None

VII. APPENDICES

The following documents have been created to show the process that should be followed and in support of the process:

- A. Name Change request form (available on Registrar Office website)

VIII. ASSOCIATED ACCREDITATION STANDARD/REGULATIONS

Higher Learning Commission (HLC) Core Component 1.C.2

[Wisconsin Legal Name Change Guidance](#)

This section to be completed by the Records Manager:

Due date for review

Biennially or as needed: 2026-27 AY

Public Location

MSOE Policy Library

Version History

- **2024, February 6:** Added note about systems where campus name appears and that it can be used to fix incorrectly displaying names. Removed Associate Dean of Students & Data Analytics Specialist, changed Campus Life to Dean of Students. Removed system type and term “preferred.”
- **2020, January 6:** Added “Campus Name” to policy. Significantly updated and rewritten. Combined with legal name change form.
- **2015, August 31:** Duplicate policy “Username Change”
- **No date:** Initial approval as “Name Change information”

Records Manager

Assistant VP of Curriculum & Knowledge Management