

		University Policy
University Policy No.: UP-04-03		University Policy Name: Name Change
Initial Adoption Date: 04/07/2022		Revision Date(s): 08/22/2025 (TC)
Responsible Unit: Academic Affairs		Responsible Executive: Registrar
Authority	20 U.S.C. §1232g; 34 C.F.R. Part 99; Sections 1002.225, Florida Statutes (F.S.), 1006.52, F.S.; Board of Trustees Policy 2017-02	
Applicability	Students	

I. Policy Statement and Purpose

A. The purpose of this Policy is to define the process of requesting an individual name change within University records and systems. The University has an interest in allowing students to identify themselves. The University also has an interest in maintaining accurate records as well as protecting student education records pursuant to federal and state regulations.

B. When designated by a student, FAMU will use a preferred name in all University documents and systems where possible except where use of the legal name is required by University business or there is a legal need. The University will maintain the student's legal name as it is reflected on the person's social security card as the legal name of an individual.

II. Statement of Policy

A. Students may change their first name to a preferred name in iRattler Student Center. Preferred name change may affect class roster, diploma, FAMU ID card, self-service advisee list, self-service class roster, and student's email account.

B. Students may change their legal name on the official FAMU transcripts, degree verifications, or financial records by providing appropriate legal documents to the Registrar's Office. Appropriate legal documents include court orders, marriage license, divorce decree, birth certificate, naturalization papers, driver's license/photo ID card, and valid passport (an international student's name on the visa must reflect the name change).

C. The University reserves the right to remove a preferred name if it contains inappropriate or offensive language or if it is being used for misrepresentation. In addition, this service may be modified, changed, altered, or rescinded at the discretion of the University.

III. Definitions (as applicable)

A. **Legal Name** – the formal name that is reflected on a birth certificate or by subsequent court order.

B. **Preferred Name** – a nickname by which the individual prefers to be called (e.g., "Bill" for "William").

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IV. Procedures

- A. Students who wish to change their legal name on official FAMU records must submit a completed Change of Personal Information Form to the Registrar's Office (registrardocs@famu.edu) with copies of appropriate legal documentation attached for verification. The form is available on the Registrar's website (<https://www.famu.edu/academics/registrars-office/index.php>) under **FORMS**.

Note: Although a name may be changed in the academic record and on the official transcript, the prior name(s) will be maintained in iRattler for cross-reference purposes.

1. Current students who change their name may also contact the Division of Information Technology Services to change their email address.
2. Students receiving financial aid are advised to contact the Office of Financial Aid to determine if the name change should also be completed on federal records.
3. Students who legally change their name are advised to obtain a new FAMU identification card.

- B. Post-graduation (Alumni): The University will not permit a name change request for records post-graduation.

V. Administration

- A. The Registrar is responsible for administering this Policy.

Marva B. Johnson

Marva B. Johnson, J.D.
President

08/22/2025

Date



Allyson Watson, Ph.D.
Provost and Vice President for Academic Affairs

08/22/2025

Date

Attachment(s)	None
Related Resource(s)	https://www.famu.edu/academics/registrars-office/index.php