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| FLORIDA | OFFICIAL |
| POLYTECHNIC | UNIVERSITY |
| UNIVERSITY | ACADEMIC POLICY |

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| Subject/Title: Name Change on Academic Records |
| FPU Policy Number: FPU-5.0011AP |
| <input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy |
| Date First Adopted: May 28, 2014 |
| Date Revised: |
| Responsible Division/Department: Academic Affairs |
| Initiating Authority: Heather Johnson, University Registrar |

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all currently enrolled Florida Polytechnic University students.

B. POLICY STATEMENT:

In the interest of accuracy, validity, and legality, it is important that all official records compiled at the University are consistent. Student records are maintained in the name given by the student on the application for admissions. Students must keep their legal name on file by providing the Registrar's Office with documented change of names as warranted.

C. DEFINITIONS:

1. Legal Name: The name that identifies a person for legal, administration and other official purposes.

D. PROCEDURES:

Currently enrolled student may change their names by completing and filing the University's "Request for Change or Correction of Name" Form and submitting it to the University Registrar.

1. Fill out a form available in the Registrar's Office or online.
2. Submit proof of new name using one or more of the following pieces of identification: (If providing this documentation by mail, please send copies only.)

1. State Driver's License or ID card
2. Legal Court Document
3. Passport
4. Marriage License
5. Social Security Card (card must be signed)

If your request for a change to your name occurs during the semester, it is your responsibility to notify your instructor(s) in writing so that grades are assigned properly.

- To appear on the diploma, name changes must be submitted no later than the deadline to apply for graduation.
- The documentation you provide must reasonably match the name you are requesting to appear on university records. Name change requests without supporting documentation will not be processed.
- Students are responsible for supplying the University with correct information. The University is not responsible for delays or errors resulting from incorrect information provided by the student.
- Students who work on campus and have a record in the HR database must contact Human Resources directly to have their HR record updated.

Name Corrections:

The following cases require a student's signature or request from their University issues email address, but no documentation is required:

- Changing middle name to middle initial or middle initial to middle name.
- Adding or deleting a hyphen
- Adding or deleting an apostrophe
- Splitting a name into two parts or combining two names

| ACADEMIC POLICY APPROVAL | |
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| Academic Policy No.: <u>FPU 5.0011AP</u> | |
| <u>[Signature]</u> | <u>5/28/2014</u> |
| Initiating Authority | Date |
| <u>[Signature]</u> | <u>5/28/2014</u> |
| Academic Policies Committee Chair | Date |
| <u>[Signature]</u> | <u>5/28/2014</u> |
| Vice President of Academic Affairs | Date |
| <u>[Signature]</u> | <u>5-28-2014</u> |
| President/Designee | Date |
| Approved by FPU BOT, if required | Date |
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