

Policy 5-209: Personal Change of Name

I. Purpose

To outline the policy of the University and related Procedures by which present and former students, and employees may change the name by which they are identified on official University records.

II. Policy Guidelines

A. University Policy

The policy of the University is to recognize the right of an individual student, or employee to change the student's or employee's name either by order of court or by voluntary action, in accordance with the laws of the state of Utah. However, the University reserves the right to refuse to honor a request for a change of name upon University records if it has reasonable grounds to believe the request is intended to promote any fraudulent or unlawful purpose.

B. Nonliability of University

The University cannot assume responsibility and is not liable for any adverse consequences to any individual, including any detriment caused by mistakes in recording or providing information, that result from an individual's action to change that person's name as it appears upon university records.

C. Cross-Reference Index to Changed Names

After making a change of name upon its records, the University (1) will maintain in its files the written application for change of name, or a suitable photographic copy thereof; (2) will keep a cross-reference record, keyed to the individual's social security number or other appropriate criterion, that designates any other name or names by which the person was previously identified upon university records; and (3) will include in the individual's records a memorandum or other

notation reflecting the change of name and the date upon which it was implemented.

D. Retrospective Record Changes

1. The University cannot undertake physically to change the former name of the person at all places where it appears upon university documents or other records, including photographic and electronic records. A request for change of name will therefore be honored only by (1) physical substitution of the new name, as requested, for the former name where it appears upon the primary record of the individual and where it is used to identify or index the individual's official files or records, and (2) identification of the individual under the individual's new name, as requested, upon the university records and data files initiated or maintained with reference to the individual after the date on which the change of name is implemented.
2. For the purpose of this paragraph, the "primary record" of a student is the permanent student record, and the "primary record" of an employee is the Personnel Information Form (or Personnel Action Form).

E. Providing Information from University Records

In the course of providing personally identifiable information from the University records to persons lawfully entitled to such information, the university cannot undertake to withhold the facts relating to a change of name or to the former name or names by which a particular person may be designated on the records of the University.

III. Procedure to Affect a Change of Name

A. Students

A written request for a change of name by a student or former student must be submitted to the Office of the Registrar.

B. Employees

A written request for a change of name by a present or former employee must be submitted to the individual's immediate supervisor and forwarded, as appropriate, to the Senior Vice President for Academic Affairs (for faculty) or the Vice President for Human Resources (for staff).

C. Verification of Identity

The person requesting a change of name may be required to produce a student or employee identification card, driver's license, or other satisfactory evidence that the person is in fact the individual who is requesting a change of name.

D. Reasons for Change of Name

The individual may, but is not required to, state a reason for the requested change of name, or furnish copies of any court order or other legal documentation in support of the requested change of name. The absence of any stated reason or of any legal documentation does not constitute grounds for refusal of the university to implement the request.

IV. Contacts

Policy Owner: Questions about this Policy and any related Rules, Procedures and Guidelines should be directed to the [Director of Employee Relations for Human Resources](#).

Policy Officer: Only the [Vice President for Human Resources](#) or designee has the authority to grant exceptions to this Policy.

V. History

Editorially revised: October 11, 2011

Editorial changes were made to this document to reflect the changes in employee definitions as set forth in Policy 5-100.

Editorially changed March 4, 2022 to replace gender-specific pronouns.

Approved: Institutional Council 3/10/75

Editorially revised: 6/30/04