A. Purpose

To outline the process by which the name and/or address on a student’s permanent academic record may be changed.

B. Responsibility

1. The student is responsible for notifying the Office of Student Registration and Records when a change occurs in the student's legal name or address.

2. The Office of Student Registration and Records is responsible for making the name and/or address change on the student's academic record.

C. Procedures

1. A Name/Address Change Form is completed by the student and submitted to the Office of Student Registration and Records.

2. Using the information on the Name/Address Change Form, the Office of Student Registration and Records updates information in the student's academic record.