

Name Change Policy

Name/Address Changes Policy & Process

Corban University is committed to maintaining accurate records for all students and alumni. Corban also must ensure the security of these records in accordance with FERPA and good practice common in higher education. The Name/Address Change Policy serves to guide the practice of changing students' names in the University database.

Policy

All name change requests will be processed by the **Registrar's office**. Other departments such as Alumni and Financial Aid will be notified as necessary. Requests for name changes in the Corban database will be processed as follows:

1. Change in Marital Status – students must provide one of the following types of documentation when requesting a change.
 - a. Official documents such as government issued ID or marriage license showing new name.
 - b. An email from the individual requesting the change that includes former name(s), dates of attendance, and student ID number.
2. Legal name change – students must provide official documents showing the name change has been granted.
3. All other requests will be handled on a case by case basis at the discretion of the Registrar.

Address request changes will be handled by the mailroom as per their policy.