

Policy Title:	Diploma Name Policy
Policy Area:	Office of the University Registrar
Responsible Executive:	Provost/Vice President Academic Affairs and Vice President of Financial Aid & Academic Records
Responsible Policy Officer:	University Registrar
Original Effective Date:	August 2013
Last Revision Date:	March 31, 2025
Last Review Date:	March 31, 2025
Next Review Date:	As Needed

PURPOSE

This policy sets forth the universitywide Diploma Name Policy and requires the student's name that appears on a Nova Southeastern University diploma must be their legal name.

POLICY

Variations from an official name requested at the time of submitting a Degree Application are the following:

1. Middle names may be complete, initialed, or omitted, but must match the student record. (e.g., John Quincy Adams, John Q. Adams, or John Adams).
2. A legal middle name may be used in place of a first name if that middle name has been recorded in the student's record.
3. Suffixes such as Sr., Jr., III, etc., may be used if included in the student's record and documented on the student's original application, transcript from another school, or birth certificate.
4. Maternal surnames may be included if documentation is provided to the Office of the University Registrar. Proper documentation is a copy of a birth certificate indicating the maternal surname or the student's original admission application indicating the surname.

5. Hyphenated maiden-married last names may be used, provided the student's records have documentation to verify the names. A Data Change Form accompanied by acceptable supporting documentation listed on the Office of the University Registrar's webpage is required. In all cases, verification will be based on information that is in the student's record and not provided verbally.
6. A maiden name may be used in place of a married name if the maiden name has been recorded in the student's record.
7. Special accent marks may be requested and recognized linguistic marks will be placed on the diploma, if possible.
8. Neither nicknames nor names enclosed by parenthesis or quotation marks will be included as the diploma name.
9. No prefix or suffix relating to a title or credential is permitted (e.g., Dr., DMD, Esq., etc.).

COMPLIANCE CONTACT

The Office of the University Registrar
nsuregistrar@nova.edu
(954) 262-7263

ENFORCEMENT

All employees with responsibilities under this policy are expected to be thoroughly familiar with their obligations. Failure to comply with this policy may result in disciplinary action pursuant to all applicable university policies and procedures.