

Diploma names will be printed in accordance with the following using the First Name, Middle Name, Last Name, and Suffix as found in a graduate's Augusta University student file.

All changes to your diploma name must be submitted using the Name Change Form to Office of the Registrar.

The following guidelines apply to all graduates for the printing of names on diplomas:

1. Since in some situations your diploma may be used as a legal document, Augusta University recommends that the name on your diploma match your official, legal name. However, a preferred name may be considered. Contact the graduation team for details at gradapp@augusta.edu.
2. Middle names may be complete, initialed, or omitted.
3. First names may not be omitted, but the initial may be used if the full middle name is present.
4. Last names must match Augusta University records exactly.
5. Suffixes such as Sr., Jr., II, etc., may be used if documented in Augusta University's records.
6. Maiden names may be used in conjunction with married names whether hyphenated or with the maiden name listed before the married name so long as Augusta University has legal documentation of both names.
7. Shortened versions of a legal first name are allowed such as "Rob" instead of "Robert."
8. Versions of a legal first name that are not a shortened version can be added in parentheses after the legal name such as Robert "Bob" J. Smith.
9. If you change your name due to marriage or divorce your new name may not be used without documentation that you have legally changed your name. Accepted documentation includes a copy of your current driver's license, passport, or another federal/state identification card.
10. If at any point a graduate legally changes their name and wishes to change the name printed on their diploma, they may request a replacement diploma and provide legal documentation of the new name. The new diploma will then be printed with the new name. There is a fee associated with each replacement diploma.