

Name Change Policy at the University of Science & Arts of Oklahoma

The University of Science & Arts of Oklahoma (USAO) allows faculty, staff, and students to use their preferred names and to update their legal names, as necessary.

Preferred Name

Preferred names will be reflected in the USAO self-service portal and Canvas. Preferred names do not affect payroll records, tax documents, billing statements, official transcripts, or USAO email addresses.

Legal Name

A legal name change will be updated in all university systems, including payroll records, billing statements, official transcripts, tax records, USAO email addresses, the USAO self-service portal, and Canvas.

Notification and Documentation

Faculty, staff, and students are responsible for notifying USAO of any name changes and providing required documentation. This will ensure names are accurately reflected in university records.

How to Change your Name

Students who wish to use a preferred name or update their legal name may do so through the USAO self-service portal. Faculty and staff who wish to update a preferred or legal name will need to contact the Human Resources office. Additional documentation is not required to change a preferred name.

Official documentation (such as a court order or marriage certificate) must be provided for a legal name change. Students can upload this documentation as part of their name change request in the self-service portal. Faculty and staff will need to provide official documentation to the Human Resources office.

Additional information may be requested by payroll for all legal name changes.