

Diploma Name Change Policy

Diploma names will be printed in accordance with the following using the First Name, Middle Name, Last Name, and Suffix as found in the UTSA Student Information System (SIS).

You may update special characters ([DiplomaNameSpecialCharacterSet.doc](#)) and change capitalization by Email: Graduationcoordination@utsa.edu.

All other changes to your diploma name must be submitted using a [Name and ID Number Change Form](#) to Records, Office of the Registrar.

IF	CONDITION	THEN	RESULTS
First Name	Matches SIS First Name	No action required	SIS First Name printed on Diploma
	Changes	Submit request to Records, Office of the Registrar to update SIS.	Once SIS updated, then new name printed on Diploma
Middle Name	Matches SIS Middle Name	No action required	SIS Middle Name printed on Diploma
	Changes	Submit request to Records, Office of the Registrar to update SIS.	Once SIS updated, then new Middle name printed on Diploma
Last Name	Matches SIS Last Name	No action required	SIS Last Name printed on Diploma
	Changes (Includes addition/deletion of hyphenated names)	Submit request to update SIS to Records, Office of the Registrar	Once SIS updated, then new Last name printed on Diploma
Suffix (Sr. Jr., I,II etc)	Matches SIS Suffix	No action required	Suffix printed on Diploma
	Changes	Submit request to update SIS to Records, Office of the Registrar	Once SIS updated, then new Suffix printed on Diploma