NAME CHANGES FOR THESIS AND DISSERTATIONS

The Brandeis University Archives does not usually permit name changes on submitted theses and dissertations, with the exception of name changes related to an individual's gender identity.

In such cases…

- The Archives will accept a new title page and copyright page for a senior honors or master’s thesis published electronically in the Brandeis Institutional Repository.
- New title pages and copyright pages will also be accepted for theses submitted in hard copy to the Brandeis University Archives.
- Your request must be made in writing to the Brandeis University Archives.
- No changes will be made to any other paper archival documents.

For name changes on transcripts, see the policy from the Office of the Registrar:

REGISTRAR POLICY
http://www.brandeis.edu/registrar/bulletin/provisional/overview/annual.html

The transcript is the official, legal document that certifies a student's academic history.

- The name in which it is maintained will not be changed without a written request that must be accompanied by materials that prove that the requested new name has been assumed legally.
- Name changes will be accommodated at the discretion of the University Registrar.
- Name changes are no longer possible for students who entered Brandeis prior to 1986.