Diploma Name Policy

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

1. A graduate’s name as it appears on a Tarleton State University diploma must be a legal name documented in Tarleton State University’s student records.

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 TSU records exactly.

5. Suffixes such as Sr., Jr., II, etc., may be used if documented in Tarleton State 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 TSU 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. Nick names are not allowed without legal documentation; even if it is the name you go by.

10. 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.

11. If at any point a graduate legally change 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.