

WCU Name and Social Security Number Change Policies  
Approved by Data Standards Committee Feb. 2010

Name Changes

Changes made to person or person names in the university database must adhere to the following hierarchy, based on the person's status within the university, with the appropriate documentation being provided to show that the name change is valid. It is critical that every effort is made by staff to determine a person's status within the university before making a requested change. The top three person levels, in order: a) employees, b) students (employed and non-employed), and c) vendors. Advancement or Finance will not make any requested name changes to a record that is coded as employee or current student in Banner, even if the person making the request is an alumnus or vendor. These requests

