

**BRANDEIS UNIVERSITY LIBRARY**  
ROBERT D. FARBER UNIVERSITY ARCHIVES & SPECIAL COLLECTIONS DEPARTMENT

**NAME CHANGES FOR THESES AND DISSERTATIONS**

The Brandeis University Archives permits name changes on submitted theses and dissertations related to an individual's gender identity. All name change requests must be made in writing. The Archives will accept new title and copyright pages for senior honors and master's theses submitted in hard copy, as well as for those submitted to Brandeis ScholarWorks. No changes will be made to any other paper archival documents.

- Changes to a physical thesis deposited to the Archives should be directed to:  
Robert D. Farber University Archives & Special Collections Department  
Brandeis University  
415 South Street  
Waltham MA 02453  
MS045
- Changes to a master's thesis or PhD thesis published electronically in Brandeis ScholarWorks should be directed to the Graduate School of the Arts.
- Changes to a master's thesis or PhD thesis published electronically in ProQuest Dissertations and Theses should be directed to ProQuest support at <https://support.proquest.com/article/detail?id=kA0400000004MXWCA2>.

\*\*\*For name changes on transcripts, see the policy from the Office of the Registrar:  
<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.