



GEORGETOWN UNIVERSITY
School of Continuing Studies
Center for Continuing and Professional Education

Center for Continuing and Professional Education Certificate Name Policy

The default name on the Certificate will be the student's legal name documented with the Office of the University Registrar. All legal adjustments must be made through the [Registrar Name/ID Change forms](#). The following Certificate name adjustments can be made by CCPE by contacting ccpeprograms@georgetown.edu:

1. First names may not be omitted, but the initial may be used if the full middle name is present.
2. Middle names may be complete, initialed, or omitted.
3. Last names must exactly match the student records documented with the Office of the University Registrar.
4. Academic and professional credentials such as PMP, MBA, or Ph.D. will not be printed.
5. Nick names can be added in quotations after the legal first name such as Robert "Bob" Smith.
6. If at any point a student legally changes his/her name or the student record is not correct, he/she must update the Georgetown student record by completing and submitting the bio and ID Change Form available [here](#). A replacement certificate can then be printed with the new legal name.

Further inquiries can be sent to ccpeprograms@georgetown.edu.