

TITLE OF THE POLICY

Changes in Student Data for Curriculum Students (Name, Address, E-Mail)

PURPOSE OF THE POLICY

The inclusion of the chosen name policy is to foster a college environment that both encourages self-expression and affirms identity.

APPLICABILITY

All curriculum students of the college community.

POLICY STATEMENT

The Changes in Student Data for Curriculum Students policy is expanding to include changes to chosen name, pronoun, and gender identity. A chosen name can be an important part of a person's identity, and the College recognizes that students may want to use a name that is different from their legal/assigned name.

DEFINITIONS

Word/Term	Definition
<i>Legal/Assigned Name</i>	<ul style="list-style-type: none">An individual's legal/assigned name as it appears on official governmental documents, such as social security cards, driver's licenses, passports, birth certificates issued at birth, and tax forms.
<i>Chosen Name</i>	<ul style="list-style-type: none">An alternative name, entered or supplied by the individual, that substitutes for the person's legal/assigned name, when possible, in college systems and records.

Changes in student data must be reported when they occur, either on the appropriate form or through Self-Service. Submit forms to the Registration and Student Records Services Department.

Change in **address, telephone numbers, chosen name, gender identity, pronoun, or e-mail** can be submitted via Self-Service.

See III. **Legal/Assigned Name** below for information regarding changing a legal/assigned name.

I. Policy

The College recognizes the need or choice for students, faculty, and staff to refer to themselves by a first name other than their legal/assigned first name for identification. This chosen name may be desirable for individuals who use:

- A middle name or a version of their first name instead of their legal/assigned first name;
- A frequently used nickname;
- A first name that an individual is in the process of legally changing; or
- A first name that better represents an individual's gender identity or expression.

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The College also recognizes the need for students, faculty, and staff to update their legal/assigned name in college systems and records to match their legal/assigned name when changed for marriage, divorce, or other circumstances.

The College acknowledges that a chosen name will be used where possible in college systems and records and in the course of college business and education, except when the use of an individual's legal/assigned name is required by law or state policy, and as long as the use of a chosen name is not intended for the purposes of avoiding legal obligations, for misrepresentation, or as otherwise prohibited.

II. Chosen Name

Except as set forth in Sections III, IV, and VI, students may determine the chosen name by which they wish to be known in college systems and records. The first and middle names may be designated for the chosen name; the last name must remain the same as a student's legal/assigned last name. Thus, a student's chosen full name is their chosen first and/or middle name and legal/assigned last name.

As it becomes possible to implement the use of chosen names, the College will make a good faith effort to update systems and records designated for use of chosen names in a timely manner. The College utilizes multiple systems, applications, and forms to manage its operations, and it is continually updating software and incorporating new electronic and other files. Thus, the process of modifying College systems and records is ongoing.

Specific systems and records where the College may use a chosen name are listed below. Students may also indicate their pronouns and gender identity in Self-Service, but all systems might not display the pronoun or gender identity. Examples include:

- Class and grade rosters
- Online attendance records
- Online learning management and collaboration systems
- Student information system profile
- Diploma

Despite these allowances outlined, not all College systems, databases, processes, records, and forms support the display of a chosen name, and many uses require display of a legal/assigned name (refer to, e.g., Section III). Thus, students who utilize a chosen name with the College should always be prepared to reference their legal/assigned name and provide corresponding identification, as necessary.

If chosen names are entered after the start of the semester, changes may not be communicated to faculty. It is the responsibility of students using a chosen name to ensure that instructors are able to identify student work for grading and other academic purposes.

III. Legal/Assigned Name

To change a student's name on certain official College records, individuals must legally change their name.

- Legal/assigned name changes due to marriage are recognized by submitting a copy of a marriage certificate or a signed social security card.
- Legal/assigned name changes due to divorce are recognized by submitting a copy of a divorce decree stating the individual may resume the use of their maiden name or use an alternative name confirmed by the court, or a signed social security card.

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- All other legal/assigned name changes are recognized by submitting a signed social security card, driver's license, passport, government-issued visa, or applicable court documents.

A legal/assigned name change shall be required for the following purposes:

- reporting to state and federal agencies
- federal and state tax forms and reporting, including W2, W4, 1099, 1095C, and 1098T
- immigration and visa records
- international student reporting
- financial aid records
- student accounts, billing, and cashiering records
- medical and health records
- insurance enrollment and other records
- student conduct records
- campus police and security records
- student employment, payroll, and benefits records, as applicable
- official transcripts
- professional licensures
- National Student Clearinghouse reporting
- transfer and external credit records
- other records where a legal/assigned name is required by law or College policy

Additionally, graduates can request an updated diploma with their current legal/assigned name.

Although the College will change a student's legal/assigned name in applicable databases and records once approved, a student's former legal/assigned name may continue to be listed as a previous identity in college systems and records in order to ensure that any searches of a former legal/assigned name will access correct information.

To request a legal/assigned **name change**, the student will complete a Permanent Record Change Form, which can be obtained online or on the Southern Wake, Scott Northern Wake, RTP and Perry Health Sciences campuses. **Forms must be accompanied by copies of the legal document authorizing the name change in order for changes to be processed.**

Completed forms may be submitted in person, online, or by mail to Registration and Student Records, Wake Tech Community College, 9101 Fayetteville Road, Raleigh NC 27603.

IV. Identification Cards

The College understands that it may be important to individuals for their college-issued student identification card to reflect their chosen name. As such, the College allows individuals to have a student ID reissued so that their chosen name can be displayed. However, the College reserves the right to maintain the student legal/assigned name on the identification cards if college identification cards begin to be used for legal governmental purposes, such as voting.

V. Student Privacy

Consistent with the Family Educational Rights and Privacy Act (FERPA), the College allows the release of directory information in certain circumstances, which would include information regarding a student's chosen name. For this reason, use of a chosen name should not be considered "private" for use by the College only.

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VI. Acceptable Use

The College reserves the right to refuse use of a chosen name. Instances that may result in this prohibition include arbitrary, random, or repeated chosen name changes; chosen names used for the purpose of avoiding legal obligations or for misrepresentation or fraud; or chosen names used in any other manner that violates College policy or federal, state, or local law.

Chosen names may not include symbols (except apostrophes, periods or hyphens) or numbers or reference illegal activity. Further, chosen names may not include those whose usage may be hurtful to others or may be considered vulgar, offensive, derogatory, or obscene, including words and terms commonly perceived as slurs against an individual or group on the basis of race, gender, ethnicity, sexual orientation, gender identity, national origin, religion, age, disability, or other protected characteristics.

The Registrar and other college administrators have the authority to deny any chosen name submission or to suspend or remove a chosen name in extreme cases — including, but not limited to, the reasons noted in this policy. In the rare circumstance when such a denial is made, a student may appeal the decision in writing to the Registrar, whose decision shall be final.

CONTACT INFORMATION

Subject	Contact	Telephone	E-mail / Web Address
<i>Policy Clarification</i>	Registration and Student Records	919-866-5700	<i>registrar@waketech.edu</i>

Ref: C1009