

SPRINGFIELD COLLEGE

NAME CHANGE POLICY

I. Purpose:

This Name Change Policy (“Policy”) sets forth Springfield College’s (“College”) policy and procedures for accommodating name change requests from students and employees.

II. Scope:

This Policy applies to any College student or employee requesting a name change in the College’s record systems.

III. College Policy:

A. Official Legal Name Change

Official legal name changes will be reflected in the College’s record systems upon written notification, accompanied by required legal documentation, to the appropriate College office as follows:

- Students – contact the Registrar’s Office
- Employees – contact the Human Resources Department

Once implemented, the name change shall occur in all College records and systems.

B. Other (Non-Legal / Preferred) First Name Change

There are members of the College community who prefer to use a first name other than their legal first name to identify themselves. To encourage a more open and welcoming campus community environment, the College has established a protocol whereby any community member has the option to identify a preferred first name in addition to their legal name to use in select communications/systems as noted below. Use of the legal name will continue to be required with many communications/systems based upon either legal requirements (e.g. payroll records, tax reporting records, billing records, financial aid documents, transcripts, diplomas, medical records, and federal immigration documents) or business restrictions because of technology limitations (e.g. class and advising rosters, student grades).

Commencing in May 2016, preferred first name changes are available as follows:

- Moodle & Google Display Name
- Employee PrideNet Directory

In addition, for those individuals who are intending to legally change their name in the future, a preferred first name change is also available as follows:

- College identification badge/card
- College email address

Choice of a preferred first name must be appropriate and cannot be an attempt at misrepresentation or fraud. Inappropriate use of a preferred name (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denial of the request or removal of an existing preferred name, with or without notice. The College reserves the right to deny a preferred first name request. *Non-legal name changes are limited to first names and not surnames or family names.*

Implementation of this Policy begins in May 2016. Thereafter, the College will continue to explore additional opportunities to incorporate preferred first names in other systems and will update this Policy as those opportunities are implemented.

To submit a preferred first name request, complete the Preferred Name Change Form accessible on PrideNet under “My Profile”.

IV. Additional Resources:

Frequently asked questions regarding this Policy are included below.

Approved by:	President & President’s Cabinet
Date Adopted:	March 22, 2016
Date Effective:	May 1, 2016

Frequently Asked Questions

Do I have to specify a preferred first name?

No, you do not have to specify a preferred name. This is a service for those who wish to be known on campus by something other than their legal name. If you regularly use your legal name, then please do not submit a preferred name request.

How do I submit a preferred first name request?

Log in to PrideNet and navigate to “My Profile”. Select “My Preferred Name” in the left column to access the Preferred Name Change Form.

Can I use my preferred first name for everything at Springfield College?

A preferred first name will be used in cases where information systems can support its use and a legal name is not required. Examples of where your legal name is necessary include, but are not limited to, financial aid documents, tax reporting documents, payroll, billing records, transcripts, diplomas, medical records, and federal immigration documents. In some cases if you indicate a preferred first name, it may be necessary to clarify that your preferred first name is different from your legal name. Examples of this include, but are not limited to, official interactions with Public Safety and verification of medical records.

How many times can I change my preferred first name?

Changing your legal name in College systems to a preferred first name can have ripple effects throughout your day-to-day experiences. Changing your preferred first name more than once can lead to confusion regarding your identity, challenges in customer service, and/or the interruption of your ability to access some College systems. For these reasons, you can submit a preferred first name change once. If there are extenuating circumstances warranting an additional name change, please schedule an appointment with the Registrar (students) or Human Resources (employees).

Can I change my preferred first name to whatever I want?

Preferred names are limited to alphabetical characters (A-Z and a-z), a hyphen (-), and a space and may only be made to your first name. The College reserves the right to deny a preferred first name request.

It is a violation of the College’s Name Change Policy to indicate a preferred first name for the purposes of misrepresentation or fraud.

What happens if I request an inappropriate preferred first name?

The request will be denied. You will be notified by email of this decision. Contact the Dean of Students Office (for non-PCS students), the Associate Dean's office (for PCS students) or Human Resources (for employees) if you have any questions regarding the denial.

Can any member of the Springfield College community indicate a preferred first name?

Current Springfield College students and employees may indicate a preferred first name.

Where will my preferred first name appear?

The College will strive to have your preferred first name appear where your legal name is not required. Current systems support the use of a preferred first name in Moodle and Google with a display name and the Employee Directory on PrideNet. Individuals will be able to obtain a College identification with the preferred first name. College identification badges/cards and email address change requests will be limited to those individuals who are intending to legally change their name in the future. Because your preferred first name will not appear on a number of communications such as class and advising rosters we encourage individuals to share their preferred first name with those with whom they may regularly interact (e.g. a student's faculty members as the class roster will continue to reflect a student's legal name).

What is a Moodle and Google Display Name?

It is how your name will be displayed when you are interacting with others on those systems. So, for example, if your legal name is Mary Smith and your preferred first name is Adam, your Moodle and Google display name will be reflected as "Adam Smith". However, if someone were to click on your name on an email from you to identify the actual email address it would still be msmith@springfieldcollege.edu.

Do I have to pay anything to use a preferred first name?

No, there is no cost to you to use an approved preferred first name.

How do I delete my preferred first name?

You should contact the Registrar (students) or Human Resources (employees).

How do I correct or change my legal name at Springfield College?

Students: You should contact the Registrar's Office for information about documentation required to change your legal name.

Employees: You should contact the Office of Human Resources about documentation required to change your legal name. You will need to provide a social security card printed with your new name.

Is the preferred first name process different for undocumented students or individuals holding a non-resident visa (F-1, J-1, H1-B)?

No, residency status does not affect your ability to use a preferred first name on campus.