



PART 1: SUMMARY OF POLICY AND PROCESS

Antioch College recognizes that as a community, many of its members use names other than their legal names to identify themselves. Therefore, it is the policy of Antioch College that any student may choose to be identified within the college's information system by a name in addition to the person's legal name. This does not change your official or legal name, which remains in the college information system. It is further understood that the person's name shall be used in all college communications, except where the use of the legal name is required for college business or legal need. Pronouns and gender identity can also be documented, if desired, for internal college use.

A *Request for Name Update* form must be submitted to the Registrar's Office. The individual is free to determine the name the student wants to be known by in the college information system. However, inappropriate use of the chosen name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. A *Request for Name Update* form is available from the Registrar's Office.

The name will only be used in cases where a legal name is not absolutely necessary.

At this time, examples of where your chosen name may be used are:

- Campus Directory
- Any items through the portal as well as CANVAS (including class rosters)
- Campus Email Address and Accompanying Name
- Verification of Individual Student Accommodation Letters (VISA's)
- Campus ID Cards (***must have copy of approval letter for Chosen Name with you to receive a new ID card at no charge***)

Examples where your legal name would continue to be used are:

- Academic Records & Official Transcripts
- Financial Aid and Scholarships Documents
- Billing Statements
- Payroll
- Enrollment Certifications
- Federal Immigration Documents

In some cases if you indicate a name, it may be necessary to clarify that your name is different than your legal name. Examples of this include, but are not limited to, official interactions with police, security and/or law enforcement and verification of medical records.

The following identifies the request process for a name to be used at Antioch College without a legal name change:

1. The request form must be submitted to the Dean of Students for endorsement.
2. Once the **endorsement from the Dean of Students** has been provided, the form will be submitted to the Office of the Registrar for processing.
3. **A Notification of Chosen Name Status Approval** will be sent to the requestor's email indicated on the request form in Part 1. Changes made once approval is established are not retroactive.
4. **Items to be updated:**
 - For student ID name and picture update, **see Security. (Security to forward updated picture to I.T. to be updated in SIS.)**
 - Email name update, CANVAS, Student Information System, and Portal will automatically process with notification.

NOTE: It is important for students who transition to complete the legal change of name and gender with the court system. The links below may assist you in this endeavor, in addition to serving as a means for information.

- <http://transgenderlawcenter.org/>
- <http://www.transohio.org/wordpress/>

