



Office of College
Compliance & Ethics

Mid Michigan College

Change of Name Policy

midmich.edu

Change of Name/Preferred Name Policy

Mid Michigan College

Introduction

Mid Michigan College (Mid) recognizes that its members may choose to undergo a change in their legal name and/or use names to identify themselves that are different from their legal name. Mid Michigan College's Office of the Registrar has the responsibility of oversight in implementing any change to a student's official or unofficial student name, while Human Resources has the responsibility for employees. All inquiries and requests should be directed to one of those offices.

The reported name and gender on the official record is a person's legal name and gender. This information should reflect the name and gender of an individual's initial application for admission or employment with the College. If an individual chooses to change their name or gender identity in the College's official records or if they desire to use a preferred first name, an understanding of this policy and procedure is warranted.

Preferred First Name (Unofficial Name) Change

Changes in name preference may include individuals that prefer to use a middle name instead of a first name, a name in which the individual is in the process of legally changing, or a name that better represents the individual's gender identity. As long as the name is not chosen for purposes of misrepresentation, Mid will acknowledge the preferred first name whenever possible. This name would be used, except in instances where the use of the legal name is required.

Generally, individuals are at liberty to determine the preferred first name they wish to be acknowledged by. However, inappropriate use of this Change of Name Policy (including but not limited to fraud, misrepresentation, avoidance of legal obligation) may result in a request denial by the Registrar or Human Resources. Mid reserves the right to retract any use of a preferred name if it is used inappropriately. It should be noted that changing one's name (addressed below) in the College's information system is **not the same** as legally changing one's name or gender designation through the courts.

In addition to name, individuals may indicate a personal pronoun on the Change of Name Form, e.g., she/her/hers; they/them/theirs. Individuals that desire a change to their preferred first name and/or to indicate a personal pronoun are encouraged to submit both requests, together. Failure to do so may result in a personal pronoun that is typically associated with the legal name and legal gender of record, being used until such time that the correct personal pronoun preference request is received.

Example of Where Preferred Name and Legal Name Will Appear

Mid must take into account its legal requirements surrounding recordkeeping and will not interfere with records where use of legal names are required. The College will use an individual's legal name on documents such as financial aid forms/documents, loan documents, billing statements, tax forms, checks, immigration documents, background checks, transcripts, National Student Clearing House, responses to requests under the Solomon Amendment, employment records such as payroll, benefits, contract, tax forms etc.

Students should take note that use of a preferred first name may not be applicable/used in certain programs due to the requirements of accreditation organization and clinical sites. Programs including, but not limited to, Health Sciences, Early Childhood Education, and Criminal Justice require use of legal name due to the need for background checks, official health records, licensure and certification requirements. If a student

is pursuing a program of study where preferred first name cannot be utilized, they would be advised to consider a legal name change.

An individual's preferred name will be denoted wherever possible within Mid's information system and with documents such as Self-Service, Moodle, class roster, email display, ID cards, correspondence from the College, diploma and where feasible and appropriate. The college will make a good faith effort to update reports, documents and systems accordingly. For ID cards, email and username, individuals should note:

Students or employees who wish to have their Mid ID Card reflect their preferred name must first complete the Change of Name Request process and then visit the Library on either campus to have their card reissued. Replacement fees may apply.

Individuals are assigned a Mid e-mail address and username upon acceptance/employment to the College. It is generally assigned based on an individual's legal first initial and last name. In the event that the alphabetical letter of a preferred first name does not match the letter of an individual's legal first name, individuals may submit a helpdesk ticket helpdesk@midmich.edu requesting that the initial of their preferred first name be used. This same process also applies to individuals whose legal name changes.

Legal Change of Name

To enact a change to an individual's name on official College records (i.e. Student Financial Aid and Loan Documents, Transcripts, Employment Records, Tax Forms etc.), the [Change of Name Form](#) must be completed. This Form should be accompanied by proper legal documentation and should be submitted to the proper office for processing. The required types of documentation that constitute proof of a legal name change are listed below and must be submitted in order for the request to be processed. They include any of the following:

- Court Order: Original court order signed by the presiding Judge and bearing the county filing stamp;
- Marriage Certificate: Original or copy of marriage license with original notarized seal with county filing stamp;
- Divorce Decree: Original or copy of judgement of divorce signed by the presiding Judge and bearing the county filing stamp. This document should include specific language granting restoration of the maiden or other name;
- Certificate of Naturalization: Original or copy with original notarized seal

AND

One Government-issued document such as a passport, driver license, birth certificate, social security card, etc., that reflects the new name. **Please note: the College requests this information to protect the confidentiality of individual records; it ensures that the person requesting the change is the legitimate individual and that the request is authentic.**

Upon receipt and verification of the above information, the Registrar or Human Resources will implement the necessary name changes to the individual's official academic and/or employment records. Although the new name will be changed on all documents, the previous identity will continue to be specified in the College's database to ensure that any searches under the former name will access the accurate files.

Official Gender Designation Change

An individual's official academic and/or employment record reflects the lawful gender that was indicated at the time they applied for admission or were hired at the College. Individuals wishing to change the gender information on their official academic or employment record must provide legal documentation. This documentation and the [Change of Name Form](#) must be submitted to the Registrar or Human Resources. Any submitted legal documentation should be in the form of a government-issued document such as a passport, driver license, birth certificate, and/or court order that reflects the new gender information.

Important information for students requesting an identification change

For students applying for Financial Aid, it is important to remember that the name and Social Security Number used on the FAFSA must match. After obtaining a legal name change, students should submit the required paperwork to the Social Security Administration and change their information on their Social Security card. This is especially important if the student is planning to apply or utilize Federal Financial Aid – including Pell and/or Student Loans.

An International Student's name must appear on their College Record exactly as it appears on their passport, issued by the passport's country of origin.

Requests for a name change for Degree Candidates must be submitted to the Office of the Registrar *no later than* one week after the graduation application deadline. Students requesting name changes after this date are not guaranteed that the information will be reflected in the commencement program.

Closing

Students having any questions or requests in obtaining an official or unofficial name change should be directed to the Office of the Registrar at ksimon3@midmich.edu . Employees should contact Human Resources at lfassett1@midmich.edu .

Request form:

[Change of Name Request Form](#)

Individuals who experience harassment or discrimination should contact the College's Title IX/Civil Rights Coordinator listed below or visit the College's [Mid Cares! webpage](#) and complete the Discrimination, Harassment and Sexual Misconduct report form.