

Preferred Name Change Policy

(ELT approved 9/7/21)

Members (students, faculty, and staff) of Brevard College may request for a preferred name to display on all documents and records other than official documents. The intent is to align a member's identity with the name they are referred to. A member's preferred name may display on, among other things, college ID cards, course rosters, residence hall doors, official email addresses, and certificates or other representations of awards and honors. The College cannot guarantee that all communication sent out will contain the member's LEGAL name. A member's preferred name may be used in communication sent to others outside of the College.

Requesting a preferred name change

Members can request a change of preferred name by completing the Preferred Name Change request form located in the Canvas help section and on the IT Helpdesk page of MyBC. The Registrar's office will view all name change requests and reserves the right to deny the change request that doesn't meet the name change guidelines. An email will be sent to the member notifying them of the request status. Appeals can be sent to the Vice President for Academic Affairs through vp-aa@brevard.edu.

Definitions

Preferred Name: A preferred name is not a legal name but is intended to align a person's identity with what they are called. For example, someone with the legal name Elizabeth Jane Doe may prefer to be called "Beth." Or, she may prefer to be called by her middle name, "Jane." Preferred names are not limited to variations of their legal name. For example, Mary may request the preferred name of John.

Legal Name: Name as it appears on official and/or legal documents. This is the name of official record that cannot be changed without bringing a government issued ID to the registrar's office to complete a legal name change procedure. This name is used for all official documentation.

Official Documents and Records: Documents and records such as, but not limited to, email address, financial aid, transcripts, and diplomas.

Acceptable Name Guidelines

A name change can be denied. Some examples for why a change may be denied are if the name:

- Contains symbols, numbers, unusual capitalization, or punctuation (hyphen, apostrophe permissible)

- Contains characters from multiple languages
- Contains titles (example: professional, religious)
- Contains words or phrases in place of a name
- Contains suggestive or inappropriate words or characters

Obtaining a new ID

After a preferred name change has been completed by the Registrar's Office, the member may request a new ID from Campus Life at no additional fee. The new ID card will include both the preferred name and the member's official, legal name.

Email Address & Username

The display name for a member's email will match their preferred name, and a newly created alias email address will match the preferred name. For example, elizabeth.doe@brevard.edu can receive email at beth.doe@brevard.edu after a preferred name change. However, the member's official email address will not change because a member's email address is an official record that is used as a unique identifier in multiple systems. A change in preferred name will not change the username used to log into Brevard systems.

Internal Process

1. Member submits a name change request ([example form](#)).
2. Registrar Office reviews name change request:
 - a. If the name meets the name change guidelines
 - i. Preferred name is updated in J1
 - ii. Email sent to help@brevard.edu and the library@brevard.edu regarding change
 - iii. For students, campuslife@brevard.edu and the student's instructors are also emailed regarding the change.
 - b. If the name does not meet the name change guidelines, the member is notified by the Registrar's Office. The notification includes a description of their right to appeal the decision to the Vice President for Academic Affairs.
3. IT creates a matching alias email account and sends instructions on how to use it to the member. The email includes a notice that the username for logging into Brevard systems has not changed.
4. The next Canvas sync updates the member's full name, display name, and sortable name to match the updated preferred name in J1.