Student Chosen Name Policy
Saint Mary's College of California
Fall 2019

Overview

Consistent with our Lasallian Catholic mission to "defend the goodness, dignity, and freedom of each person," and our espoused values of mutual respect, understanding, and inclusive community, Saint Mary's College of California will allow ***student*** members of our community to elect to utilize a chosen name beginning in the Fall 2019 semester. We recognize that some of our students may use names other than their legal name to identify themselves. These may

--Ïfor!!! additional campus systems as they are reviewed, reconfigured, and tested.

Ïfor!!! found on the Registrarôs page. As long as the use of this chosen name is not for the purposes of misrepresentation, the College acknowledges that a chosen name may be used where possible. Saint Maryôs College reserves the right to remove a chosen name if it is used inappropriately.

Campus communications will accompany the rollout of chosen names to these additional systems.

Where Can a Chosen Name be Used

The studentôs legal name will still continue to be used for official transcripts, diplomas, financial aid documents, payroll, and other instances where a legal name is required by law or university policy.

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Limitations

Chosen names are limited to first name only, alphabetical characters, a hyphen (-) and a space. The student's legal name will be written in small letters on the back of the student identification card. Although students are generally free to determine the chosen names they wish to be known by, 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 Ï ã

If a chosen name is flagged as potentially inappropriate, a committee comprised of the Vice Provost for Student Academics, Dean of Students, and Registrar will determine appropriateness in conjunction with the student.

Process

1. Student completes the form located on the Office of the Registrar homepage.
2. Office of the Registrar receives the form and notifies the Business Office. The Student Information System is updated.
3. A new student identification card is printed within 3 - 5 business days. Students must turn in their old student identification card to the Business Office when picking up the new card. There is no fee associated with this change.
4. Once the database is updated, the following systems will reflect the studentôs chosen name:
    a. Student Identification Cards
    b. Moodle
    c. The Library database
5. We plan to add chosen names to additional campus systems as those systems are reviewed, reconfigured, and tested. Campus announcements will accompany the rollout of chosen names to these additional systems.

Legal Name Change

A studentôs ñname of recordò at Saint Maryôs College is defined as the legal name under which the student was admitted. Legal name is defined as that name verified by a birth certified date, marriage certificate, social security card, passport or court order.

The college requires two of the following documents showing the new name:

- Driverôs license
- Passport
- Marriage certificate
- Divorce decree
- Social security card
- Certified court order

Upon receipt and verification of this documentation, the Registrar will change the studentôs name in the studentôs official academic record. ñOfficial academic recordò in this section is defined as Saint Maryôs College computerized student information system.

Questions

Questions regarding this policy should be directed to the Vice Provost for Student Academics.