

POLICY: Name Change Policy

DRAFTED: December 15, 2020

ADOPTED: February 26, 2021

I. POLICY STATEMENT

North Country Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of personnel policies is the responsibility of the North Country Community College Board of Trustees, while ensuring compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

II. SCOPE

The policy applies to all faculty, staff, and students of North Country Community College.

III. POLICY

North Country Community College recognizes that faculty, staff, and students may wish to use a name other than their legal name to identify themselves. Preferred names will be used across college systems, except where the use of an individual's legal name is required by law or policy. NCCC also recognizes that faculty, staff, and students may wish to change their legal names on record with the College.

IV. PROCEDURE

An individual wanting to change their preferred name will need to fill out the [online request form](#) located on our website. Once the preferred name has been submitted, it will be reviewed by the College. If approved, the preferred name will be updated on all appropriate records.

Individuals requesting to change their legal name will need to produce a copy of their Social Security Card and a form of photo identification:

- Students – Legal name changes for students can be done in the Registrar's Office with appropriate documentation.
- Faculty and Staff – Legal name changes for faculty and staff members can be done in the Human Resource Office by recertifying your I-9 with appropriate documentation.

V. DEFINITIONS

Preferred name – An alternative to the individual's legal name as designated by the individual in college systems.

Legal name – The name listed on an individual's Social Security Card.