

Name Change Policy

I. SCOPE

This policy applies to Goucher students, faculty, and staff.

II. STATEMENT

Goucher College recognizes that faculty, staff, and students may use a name other than their legal name to identify themselves. These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames, people who use an anglicized name, or people who use a name that affirms their gender identity.

III. PURPOSE

It is the policy of Goucher College that students, faculty and staff may use names other than their legal name to identify themselves, regardless of whether they have legally changed their name, except where their legal names are required by law, such as federal and medical documentation.

The use of a chosen name cannot be for misrepresentation or for illegal purposes.

**At Goucher, we welcome and embrace the creativity and individualism of our community. However, we do reserve the right to reject inappropriate requests such as offensive or derogatory language. As well, name changes may not be used to avoid legal obligations or for illegal purposes.*

The purpose of the chosen name policy is to foster a campus environment that both encourages self-expression and affirms identity; we expect to approve all name changes that do not contravene this purpose.

IV. PROCEDURES FOR CHANGING LEGAL NAME ON OFFICIAL GOUCHER DOCUMENTATION

Goucher College requires proof that an employee or student's name has been legally changed in order to change the name on their official college records such as financial aid and employment documents.

In order to request a legal name change, faculty and staff must present documentation that their name has been legally changed. The types of documentation that constitute proof of legal name change are listed below. Faculty and staff must upload the original legal documentation or a certified (i.e., notarized) copy with the original notary seal to the Office of Human Resources via Workday. View the [Change Your Legal Name](#) QRG for additional information.

In order to request a name change, students must complete the [Request for Official Name/Gender Designation Change Request Form \(PDF\)](#) AND present documentation that their name has been legally changed. The types of documentation that constitute proof of legal name change are listed below. Students must present the original legal document or a certified (i.e., notarized) copy with the original notary seal to the Office of the Registrar. Faxes cannot be accepted. Original documents will be copied to students' file and returned to them.

For changing a legal name for email purposes faculty, staff and students may contact the helpdesk at either helpdesk@goucher.edu or by calling x6322 to request the name change.

SUBMIT ONE of the documents listed below:

- Court order: Original court order signed by the presiding judge and bearing the county filing stamp.
- Marriage Certificate: Original or copy with original notarized seal, of marriage license with county or parish filing stamp.
- Divorce Decree: Original or copy with original notarized seal of divorce decree that includes a specific decree granting restoration of the maiden or other name, signed by the judge and bearing the county filing stamp.
- Certificate of Naturalization: Original or copy with original notarized seal.

AND

- One Government Issued Document (Original or notarized copy of passport, driver's license, birth certificate etc.) reflecting employees and students' new name. **NOTE:** the college requests this information to protect the confidentiality of employees and students' records, i.e., to confirm that employees and students are the person requesting the legal name change and that the request is legitimate.

Employees and students will also be asked to indicate a salutation/prefix (e.g., Mr., Ms.) on the form.

Important note for students who are applying for financial aid:

The applicant's name on the FAFSA must match the name associated with the applicant's Social Security number. After obtaining a legal name change, students will need to file Form SS-5 with the Social Security Administration to change the name on their Social Security card if they wish to obtain financial aid.

Important note for international students:

International students' names must appear on their college records exactly as they appear on the passport issued by their home country. The U.S. entry visa may not be used as documentation for a name change.

Important note for degree candidates before graduation:

Requests for name changes 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 change will be reflected in the commencement program.

V. PROCEDURES FOR USING CHOSEN NAME ON UNOFFICIAL GOUCHER DOCUMENTATION

Chosen first names will be used in the following systems and records:

- Goucher email.
- One Card Student Identification Card.
- Class Rosters.
- Canvas.
- Unofficial email and mail correspondence from the college that is sent to college or home addresses.
- Email and mail correspondence with Goucher College Library.

If faculty and staff wish to use a chosen name instead of a legal name on unofficial documentation, they may indicate it through Workday. View the [Change Your Preferred Name](#) QRG for additional information.

If students wish to use a chosen name instead of a legal name on unofficial documentation, students follow the steps below.

Step One: myGoucher

- Log in at <http://my.goucher.edu>
- Click the "My Profile" tab at the top.
- Click "Personal Information" right below the tabs.
- Click "Gender Identity Information" in the left column.
- Once on the page, there are three pieces of data students may/can update: display name, pronouns, and gender identity. Students' "display name" is the name that students wish to be referred to/chosen name and the system will use this updated information in class rosters, Goucher email address, Canvas, and may also be used on unofficial email and mail correspondence from the college that is sent to students' college or home address.

Step Two: OneCard

Once students have changed their name in myGoucher, they may change their name on their OneCard. Students should visit the [OneCard website](#) for details.

There are many computer information systems throughout Goucher College. Many of these computer information systems have the capacity to include chosen names within programming parameters while others do not. The college administration has begun working as early as August 2017 to implement chosen first name use on college information systems, reports, and processes and plans to continue. Goucher is committed to improving these college information systems to provide a consistent and affirming name experience across all college services.

For changing a chosen name for email purposes faculty, staff and students may contact the helpdesk at either helpdesk@goucher.edu or by calling x6322 to request the name change.

VI. RESPONSIBLE OFFICE

Faculty and staff should contact the Office of Human Resources for further information at hr@goucher.edu.

Students seeking support or resources can contact CREI at centerof.raceequityandidentity@goucher.edu.

VII. HISTORY

Updated: August 2023