

## 6.17 Change of Educational Record Information

**Last Revised:** February 2024

**Policy:** Piedmont Community College (PCC) allows student-initiated changes to their educational record.

---

### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to allow for student-initiated changes to their educational records that best reflect their current status and align with their goals.

#### **Definitions**

**Legal name**—an individual’s name as it appears on official governmental documents.

**Term Census Date**—date marking the end of the add/drop period for an academic term which occurs at the 10% point of the term.

---

**Approval Authority/Monitoring Authority:** Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Student Development has monitoring authority over this policy.

---

### **Procedure:**

#### **Section 1: Requesting Program Updates**

- 1.1. Any student who wishes to change or add a program of study must complete a Change of Information Form using the student portal.
  - 1.1.1. Requests received prior to the term census date will go into effect immediately.
  - 1.1.2. Requests received after the term census date will be processed for the following academic semester.
  - 1.1.3. A student may only be enrolled in two (2) active programs at a given time.

Section 2: Requesting a Legal Name Change

- 2.1. The College recognizes the need for students to update their name in college systems and records to match their legal name when changed for marriage, divorce, or other circumstances.
- 2.2. To change a name on official college records, individuals must legally change their name.
  - 2.2.1. Legal name changes due to marriage are recognized by submitting a copy of a marriage certificate or a signed social security card.
  - 2.2.2. Legal name changes due to divorce are recognized by submitting a copy of a divorce decree stating the individual may resume the use of their maiden name or use an alternative name confirmed by the court, or a signed social security card.
  - 2.2.3. All other legal name changes are recognized by submitting a signed social security card, driver's license, passport, government-issued visa, or applicable court document.
- 2.3. Although the College will change a legal name in applicable databases and records once approved, a former legal name may continue to be listed as a previous identity in college systems and records in order to ensure that any searches of a former legal name will access correct information.
- 2.4. Only legal names will be used for the following purposes
  - 2.4.1. Reporting to state and federal agencies
  - 2.4.2. Federal and state tax forms and reporting, including W2, W4, 1099, 1095C, and 1098T
  - 2.4.3. Immigration and visa records
  - 2.4.4. International student reporting
  - 2.4.5. Financial aid records
  - 2.4.6. Email/username generation
  - 2.4.7. Student accounts, billing, and cashiering records
  - 2.4.8. Medical and health records

- 2.4.9. Insurance enrollment and other records
  - 2.4.10. Student conduct records
  - 2.4.11. Campus police and security records
  - 2.4.12. Student employment, payroll, and benefits records, as applicable
  - 2.4.13. Official transcripts
  - 2.4.14. Professional licensures
  - 2.4.15. Course enrollment and degree verification
  - 2.4.16. National Student Clearinghouse reporting
  - 2.4.17. Transfer and external credit records
  - 2.4.18. Student identification cards
  - 2.4.19. Other records where a legal name is required by law or College policy
- 2.5. Requests to change the legal name received after the start date of the semester will be processed for the following academic semester.

**Section 3: Requesting other changes**

- 3.1. Any student who needs to update their address, telephone number, personal email address and/or social security number must complete the Change of Student Information form in the student portal and submit appropriate documentation if required.
  - 3.1.1. Requests received for the changes in item 3.1 will be effective within one to two business days.

---

**Legal Citation:** N/A

---

**History:** Effective October 12, 1988; Revised October 2001, August 2021, February 2024