

6.17.1 Chosen First Name

Last Revised: New

Policy: Piedmont Community College (PCC) recognizes the importance of supporting students to refer to themselves by a first name other than their legal first name for identification.

Purpose/Definitions:

Purpose

The purpose of this policy is to ensure PCC offers students an opportunity to update their chosen first name in college systems and records.

Definitions

Chosen first name—an alternative to an individual’s legal first name.

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

Approval Authority/Monitoring Authority:

Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction/CAO and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Chosen First Name

- 1.1. The College acknowledges that a chosen first name will be used where possible in college systems and records and in the course of college business and education, except when the use of an individual’s legal name is required by law or state policy, and as long as the use of a chosen first name is not intended for the purposes of avoiding legal obligations, for misrepresentation, or as otherwise prohibited in this policy.
- 1.2. A student may determine the chosen first name by which they wish to be known in college systems and records; they may change or remove their chosen first name once per calendar year.

- 1.2.1. Only the first name may be designated for the chosen first name; the last name must remain the same as the legal last name. Thus, a chosen full name is their chosen first name and legal last name.
- 1.3. A student may designate their chosen first name by completing the Chosen First Name Request form (Exhibit 6.17.1).
- 1.4. The College will make a good faith effort to update systems and records designated for use of chosen first names in a timely manner.
- 1.5. Specific systems and records where the College may use a chosen first name are listed below:
 - 1.5.1. Class and grade rosters
 - 1.5.2. Online attendance records
 - 1.5.3. Online learning management systems
 - 1.5.4. Student information system profile
 - 1.5.5. Diploma
- 1.6. Despite these allowances outlined, not all college systems, databases, processes, records, and forms support the display of a chosen first name, and many uses require display of a legal name. See PCC Policy 6.17 Change of Educational Record Information for more information.
 - 1.6.1. Anyone who utilizes a chosen first name with the College should always be prepared to reference their legal name and provide corresponding identification, as necessary.
- 1.7. Chosen first names must be declared by the 10% point of the semester.
 - 1.7.1. Requests made by students after this period will not be reflected until the following semester.
 - 1.7.2. It is the responsibility of students using a chosen first name to ensure that instructors are able to identify student work for grading and other academic purposes.
- 1.8. Chosen first name is subject to FERPA regulations. See Policy 7.6 the Family Education Rights and Privacy Act of 1974 for more information.

Section 2: Limits

- 2.1. Chosen first names may not include symbols (except apostrophes, periods or hyphens) or numbers or reference illegal activity. Further, chosen first names may not include those whose usage may be hurtful to others or may be considered vulgar, offensive, derogatory, or obscene, including words and terms commonly perceived as slurs against an individual or group on the basis of race, gender, ethnicity, sexual orientation, gender identity, national origin, religion, age, disability, or other protected classes.
- 2.2. The College reserves the right to refuse use of a chosen first name. Instances that may result in this prohibition include
 - 2.2.1. a requested chosen first name that includes a prohibited element as described in item 2.1
 - 2.2.2. chosen first names used for the purpose of avoiding legal obligations or for misrepresentation or fraud
 - 2.2.3. chosen first names used in any other manner that violate college policy or federal, state, or local law

Section 3: Appeals

- 3.1. In the rare circumstance when a denial is made regarding the chosen first name, a student may appeal the decision in writing by following policy 7.12 Student Grievance Process.

Legal Citation: N/A

History: Effective February 2024

Cross-references PCC Policies 6.17 Change of Educational Record Information, 7.6 the Family Education Rights and Privacy Act of 1974, and 7.12 Student Grievance Process.

Exhibit 6.17.1

Chosen First Name Request

Piedmont Community College will allow a student to request a chosen first name.

PCC reserves the right to deny a chosen name request if it exceeds any technical software limitation or is deemed inappropriate. A student may submit a chosen name request once per calendar year.

Legal name changes are to be submitted by using the **Change of Information Form** on TeamIA.

Student Legal
Name:

PCC Student ID:

Chosen First Name:

Students are reminded that their legal name is used for directory information requests, email/username generation, and official documents such as tax documents or an official PCC transcript. A student's legal name is available to Piedmont Community College employees for the purpose of conducting college business.

Acknowledgement:

By submitting this form, I certify that the above information is true and accurate to the best of my knowledge.

Authentication Date:

Student Signature and Date:

Signature of Parent/Guardian and Date (if student is a current high school student):