



# ADMINISTRATIVE PROCEDURES

No. 4239.1

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MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## CHOSEN NAME

Mendocino College recognizes that students may prefer to use names other than their legal name to identify themselves. As long as the use of this chosen name is not for the purpose of fraud or misrepresentation, Mendocino College acknowledges that a preferred/chosen name can be used where possible in the course of Mendocino College business and education, except where the use of the legal name is necessitated by college business, software requirements/limitations, or legal requirement.

Mendocino College reserves the right to deny or remove, with or without notice, any chosen name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names. The legal surname will remain unchanged.

When designated by a student, the chosen name will be used in Mendocino College communications except where use of a legal name is required by Mendocino College business, software requirements, or legal requirement.

### Definitions

- **Legal name:** The name that an individual is given at birth and which appears on a birth certificate recognized by a government or other legal entity, or the name which appears on a marriage certificate or other government issued document (e.g. court order) on which a legal name change is recorded.
- **Chosen name:** The first name by which a student wishes to be known.

#### Places where a student's chosen name may display:

- Learning Management Systems such as Canvas
- Class roster
- Student Information System Forms
- Student class schedule
- Mendocino College username/email address (if requested)
- Mendocino College student ID card
- Diploma or certificate
- Commencement program

#### Places where student's legal name will display:

- Official transcripts
- Employment forms
- Payroll records
- Tax documents

- Financial aid documents and records
- Immigration documents
- Verification requests
- Third-party reports such as to the National Student Clearinghouse
- Other documents that require a legal name on record

### **How to Request a Chosen Name**

Students are not required to obtain a court-ordered name change to change their Mendocino College records as a prerequisite to being addressed by their chosen name.

Students will submit a Chosen First Name Request Form to the Office of Admissions and Records to facilitate the change.

### **Legal Name Change**

Requesting a chosen name does not change the legal name on record with Mendocino College. A request for a legal name change must be accompanied by a completed Supplemental Admission Form, a photo ID, and the required legal documentation. Legal documentation such as a court order, marriage license, birth certificate, Social Security card, valid U.S. passport, or an adoption order must be submitted in order to complete a legal name change request. Name change requests are submitted to, and processed by, the Office of Admissions and Records.