



Policy Number and Title:	400.304 Student Name and Legal Sex Designation Changes		
Approval Authority:	BMCC Board of Regents	Date Effective:	03/18/2022
Responsible Office:	Administration	Responsible Office Contact:	President

1. POLICY STATEMENT/REASON FOR POLICY

To establish a policy under which members of the Bay Mills Community College (BMCC) may choose to identify themselves in the colleges' information systems with a preferred name in addition to a legal name, and/or to request an identifying pronoun.

2. ENTITIES AFFECTED BY THIS POLICY

All BMCC Departments.

3. WHO SHOULD READ THIS POLICY

All BMCC employees and students.

4. WEB SITE ADDRESS FOR THIS POLICY

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

5. FORMS/INSTRUCTIONS

No forms required.

6. HISTORY

-Created: 03/18/2022.

-Next Review Date: 03/18/2025

-BMCC reserves the right to revise policies at any time.

7. RESOURCES

Sex, gender, gender identity, and expression, and sexual orientation are protected under BMCC's [Notice of Non-Discrimination](#) which can be found on BMCC's Right to Know webpage.

For information about LGBTQ+ support and opportunities, visit [The Center for Gender Equity LGBTQ+ page](#).

7. THE POLICY

400.304 STUDENT NAME AND LEGAL SEX DESIGNATION CHANGES

I. PURPOSE

To establish a policy under which members of the Bay Mills Community College (BMCC) may choose to identify themselves in the colleges' information systems with a preferred name in addition to a legal name, and/or to request an identifying pronoun.

In accordance with BMCC's commitment to creating a welcoming and inclusive campus environment, BMCC supports changes to legal name, preferred first name, and legal sex designation. These efforts support students of all genders (including transgender, gender non-binary, and genderqueer students) and students who have made legal name changes.

II. POLICY

- A. Bay Mills Community College (BMCC) recognizes that, as a community, many of its members use names other than their legal names to identify themselves. As long as the use of this preferred name is not for purposes of misrepresentation, BMCC acknowledges that a preferred name can and should be used wherever possible in the course of college business and education. BMCC also acknowledges that an identifying pronoun may be desired and should be allowable whenever possible.
- B. Current students can submit changes of their name of record, preferred name, and/or legal sex designation through the Name and/or Legal Sex Designation Change Request Form. Changes to legal name and sex require accompanying evidence of the legal basis for the change, as explained in the form.
- C. Employee name or legal sex designation changes should be directed to Human Resources.
- D. Legal Name

BMCC maintains a student's name of record including the legal first name, middle initial or full middle name, and the family (last) name. This name is always used in business processes that require the use of the legal name, such as payroll records, billing records, student transcripts, and financial aid.

E. Preferred Name

A preferred name is a first name that is chosen to be used instead of the legal first name. Students may go by a preferred name that is different from their legal first name by entering a preferred first name on the college application or by submitting a Name and/or Legal Sex Designation Change Request Form.

The college will work to have the preferred name appear instead of the student's legal first name in college-related systems and documents, except where the use of the legal name is required by college business or legal needs. After entering your preferred name, please allow 2-3 business days for your preferred name to propagate to the student records system. You can then request a new Student ID Card in the Student Success Center.

Setting a new preferred name in the college systems can have ripple effects throughout your daily experiences. Changing your preferred name more than once can lead to confusion regarding your identity and challenges in student service. Therefore, a preferred name can only be changed once per year. Preferred name only applies to the first name. If

a student would like to change their middle or last name on their college record they will need to change their legal name. Once students have requested a preferred name, please allow two to three business days for it to be processed. Adjusting the college's various information systems to include the use of the preferred/chosen name is a multisystem effort, due to the complexity and interrelated nature of systems and record sources. Different software systems used by the college will be able to access this information on different timelines.

Preferred names are utilized in the following areas:

- Student Records
- Starfish
- Moodle
- Campus departments are required to utilize a preferred name in their business practices.

F. Legal Sex Designation

The college is required to collect legal sex designation in order to comply with federal reporting including IPEDS reporting, student employment, and the granting of federal financial aid. If you are an employee or federal aid recipient, your designation must match your sex designation with the Social Security office.

- G. BMCC recognizes that gender is not limited to, nor always congruent with, the categories available in legal sex designation and supports all gender identity expression. Though the college does not currently collect gender identity data in its information system, this service is being explored.

APPENDIX A
400.304 STUDENT NAME AND LEGAL SEX DESIGNATION CHANGES
PROCEDURES

1. Once a student submits a BMCC Change of Name and or Gender Request Form, the following systems may be updated to reflect this name: Class Rosters, Student ID, E-mail, Grade Reports, Moodle Participants list, and BMCC Directory Listings. Some systems may require additional steps to complete a name update.
2. BMCC students may also indicate a pronoun using the student records system by choosing one from the BMCC Change of Name and or Gender Request Form.
3. Name changes will take effect within two to three days but are subject to review. Although each person is free to determine a preferred name, use of the preferred name for purposes of misrepresentation or other inappropriate purposes will be cause for removal of the preferred name.
4. A person's legal name must remain on any documents where a legal name is required by federal or state law.
5. Staff with an administrative need (e.g., financial services, administration, Human Resources, counseling, or similar) may see both a person's legal and preferred names.
6. A preferred name may be added or changed one time per year.
7. This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of BMCC.

APPENDIX B

**400.304 STUDENT NAME AND LEGAL SEX DESIGNATION CHANGES
NAME AND/OR LEGAL SEX DESIGNATION CHANGE REQUEST FORM**



BMCC Student Name Change or Gender Change Request Form

Prior to completing this form, individuals are encouraged to read the BMCC 400.304 Student Name and Legal Sex Designation Changes Policy. For legal name and/or gender designation changes, proper documentation must be submitted. If you are requesting a preferred or chosen name and/or gender pronoun, you do not need supporting documentation.

Important information for students who are in the process of obtaining financial aid and are requesting an official name change: The applicant's name on the Free Application for Federal Student Aid (FAFSA) **MUST MATCH** the name associated with the applicant's Social Security number. After obtaining a legal name change, students should file the appropriate paperwork with the Social Security Administration to change the name on their Social Security Card.

Current legal name (Required First, Middle, and Last):

Student ID Number: _____

Email address: _____

Nature/Type of Request (Required):

- | | |
|--|--|
| <input type="checkbox"/> Legal Name Change | <input type="checkbox"/> Preferred Pronoun |
| <input type="checkbox"/> Legal Gender Change | <input type="checkbox"/> Revocation of previously registered preferred name or pronoun |
| <input type="checkbox"/> Preferred/Chosen Name | |

New legal name (Required First, Middle, and Last):

Preferred or chosen first name:

If you wish, you may select your personal pronoun identifier:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> She/her/hers | <input type="checkbox"/> They/Them/Their |
| <input type="checkbox"/> He/him/his | <input type="checkbox"/> Use name only |
| <input type="checkbox"/> Ze/Zie/Hir | |

By signing below, I declare that the information contained in this request is truthful and accurate and is not submitted for fraudulent purposes. I understand that the requested change will not remove former names from any permanent record. I hereby authorize BMCC to make the requested change and have attached supporting documentation if required.

Student signature

Date