
**Name for Student Records
Policy and Procedures**

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I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) is committed to ensuring a safe, supportive, inclusive, and welcoming community for all.

Acknowledging the importance of a person’s name in shaping identity, FCC is committed to providing students or potential students the opportunity to indicate their legal and chosen name for student records.

FCC recognizes that students may use a name other than their legal first 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 or cultural identity.

This Policy and Procedures outlines the FCC student record name process.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“Legal Name”** refers to the name that identifies a person for legal purposes. Legal name is typically assigned at birth and recorded on the birth certificate unless subsequently changed legally.
- B. **“Chosen Name”** refers to the name by which an individual wants to be addressed.
- C. **“Family Educational Rights and Privacy Act (FERPA)”** refers to a federal law protecting the privacy of student education records. The law applies to all schools receiving funds under any applicable program of the U.S. Department of Education. FERPA applies to all education records of any student who is 18 years of age or older or who attends a post-secondary institution at any age.
- D. **“Student Education Record”** refers to the records, files, documents and other materials which contain information directly related to the student and are maintained by the College.
- E. **“Record”** refers to the information maintained by the College directly related to a student or potential student that contains personally identifiable information.

III. Responsible Senior Leader and Responsible Office

Vice President for Learning Support

Learning Support

IV. Entities Affected by this Policy and Procedures

Students

V. Name Assignment and Changes

After the Legal Name is provided on the application, students have the opportunity to also designate a Chosen Name.

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A. Legal Name

1. Students must use their legal name at the time of application or Continuing Education and Workforce Development (CEWD) registration. This name becomes the Primary Name for student records within PeopleSoft.
2. Students who legally change their Name while enrolled at the College must update their Name for student records by submitting the following documents to Registration and Records (Jefferson Hall):
 - a. Completed and Signed FCC [Change of Name Form](#); and
 - b. One of the following forms of documentation:
 - i. Certified copy of marriage license;
 - ii. Court order;
 - iii. Divorce decree;
 - iv. Current passport (for non-US citizens); or
 - v. Proof of identity certified by US Embassy abroad or appropriate foreign embassy in the US (for non-US citizens).
3. Legal Name will be reflected on, but not limited to the following:
 - a. Official and unofficial transcripts;
 - b. Enrollment verification;
 - c. Financial aid documents; and/or
 - d. Student account statement/bill.

B. Chosen Name

1. During the admission process for credit programs and the registration process for CEWD, the student will provide the college with their Legal name. A Chosen Name for student records may be designated after the Legal Name is established on the application or during CEWD registration. Students who are requesting that the College use a Chosen Name for student records must submit a completed and signed FCC [Change of Name Form](#) to Registration and Records (Jefferson Hall).
2. When designating a Chosen Name, individuals must adhere to the following guidelines:
 - a. Name may not be used for the purpose of misrepresentation;
 - b. Names must contain only alphabetical characters and can include hyphens; and
 - c. Names may not contain inappropriate language or be in violation of the [Code of Student Conduct](#).
3. Approval of a Chosen Name will be at the discretion of the Registrar or designee. If the Registrar or designee denies the request for a Chosen Name, the student may appeal to the Vice President for Learning Support per the [Complaint Policy and Procedures for Students](#), using the [Student Non-Grade Complaint Form](#).

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4. A Chosen Name should be reflected on but not limited to the following:
 - a. Student ID card;
 - b. Class roster;
 - c. Attendance roster;
 - d. Grade roster;
 - e. MyFCC/FCC email address;
 - f. PeopleSoft Self-Service Student Center;
 - g. Blackboard;
 - h. Library system;
 - i. Commencement program;
 - j. Diploma;
 - k. Dean's List;
 - l. Student Success Alert.

VI. Related Policies and Procedures

[Admissions](#)