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Name for Student Records Policy and Procedures

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 primary and preferred name for student records.

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

II. Definitions for the Purpose of this Policy and Procedures

- A. **“Primary Name”** refers to legal name, 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. **“Preferred Name”** refers to the name by which an individual wishes to be addressed.
- C. **“Family Education 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. **“Record”** refers to the information maintained by the College directly related to a student or potential student that contains personally identifiable information.
- E. **“CEWD”** refers to Continuing Education and Workforce Development course offerings of the College.

III. Name Assignment and Changes

After the Primary Name is established, students have the opportunity to also designate a Preferred Name.

A. Primary Name

- 1. Students must use their legal name at the time of application or CEWD registration. This name becomes the Primary Name for student records.
- 2. Students who have legally changed their Primary Name must change their Primary Name for student records by submitting the following documents to Registration and Records (Jefferson Hall):
 - a. Completed and Signed [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

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- v. Proof of identity certified by US Embassy abroad or appropriate foreign embassy in the US (for non-US citizens).
 3. Primary 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. Preferred Name
 1. A Preferred Name for student records may be designated after the Primary Name is established on the application or during CEWD registration. If no Preferred Name is indicated, the Primary Name will be used.
 2. Students wishing to change the Preferred Name for student records must submit a completed and signed [Change of Name Form](#) to Registration and Records (Jefferson Hall).
 3. When designating a Preferred 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](#).
 4. Approval of a Preferred Name will be at the discretion of the Registrar or designee. If the Registrar or designee denies the request for a Preferred 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](#).
 5. A Preferred Name will be reflected on but not limited to the following:
 - a. Student ID card;
 - b. Class roster;
 - c. Grade roster;
 - d. MyFCC/FCC email address;
 - e. PeopleSoft Self-Service Student Center;
 - f. Blackboard;
 - g. Library system;
 - h. Commencement program; and/or
 - i. Diploma.