

Suffolk County Community College Office of the Registrar

Chosen Name Change

To request a chosen first name, bring this form to any campus Registrar Office along with your student ID.

Your chosen first name will be used in place of your legal name in Blackboard, Degree Works, ID Cards, and College Email display name. As technology becomes available, your chosen name will be displayed on class rosters. *Please speak to your instructor regarding communicating with you using your chosen first name.*

Legal Name:

Last Name

First Name

MI

Student ID

Chosen First Name: _____

Signature (Required)

Date

Suffolk County Community College recognizes that many students, faculty, and staff may wish to be accurately represented and identified by a first name that differs from their legal name because this is an important part of their identity and expression. Unless the use of the individual's legal name is required, the chosen name will be utilized when reasonably possible, as technology becomes available to support chosen names.

Please note that the College cannot utilize an individual's chosen name in documents and records that require the use of the individual's legal name, such as admission records, discipline records, certain employment and personnel records, enrollment verification, financial aid records, official transcripts, paychecks and tax documents, and Public Safety records.

The College will honor only one request for use of a chosen name per academic year, absent extenuating circumstances.

The College reserves the right to: a) deny a request for chosen name based on its unsuitable nature (i.e., the use of profane, obscene, hate-speech-derived, offensive or derogatory names), and b) remove any chosen name from College records without prior notice to the individual due to the misuse or abuse of the College's Chosen Name Policy, including but not limited to, fraud, misrepresentation, or attempting to avoid legal obligations. Under these circumstances, the individual will be informed, in writing, after such removal.

Please refer to the College's [Chosen Name Policy](#) for more information.

Registrar Office Use Only:

Processed by: _____ Date: _____

9/21/21