



Policy Name:	Policy on Student and Alumni Name Changes		
Associated Form(s):	Legal Name Change Request Form	Policy Number:	2018-4
Reviewed:	Non-Academic Policy Review Advisory Council	Approved:	10/19/18
Approval Authority:	President <i>Tim Hall</i>	Adopted:	<i>10/23/18</i>
Responsible Executive(s):	Vice President for Enrollment Services	Revised:	N/A
Responsible Office(s):	1) Office of the Registrar 2) Office of the General Counsel	Contact(s):	1) Registrar 2) General Counsel

I. Policy Statement

Mercy College recognizes that certain circumstances may make it necessary for Mercy students and alumni to request a name change for diplomas, transcripts and other student records. Official College documents (transcripts and diplomas) may be changed following a court-ordered name change or due to typographical errors made by the College.

II. Name Changes to Official College Documents

a. Court-Ordered Name Changes

Where names have been changed by court order, all transcripts of records and official statements by the College with respect to students or graduates shall incorporate only the official name as changed by said court order, unless otherwise specifically requested in writing.

Such a court order may arise in a number of different contexts, including a name change proceeding, an adoption proceeding, a divorce decree, a witness protection program, or gender reassignment. (Students should be free to change their gender on all prior, present, and future College records at their discretion. A student's gender is not included on any official documents and is generally collected for statistical purposes only.) For this purpose, a marriage certificate should also be treated like a court order. In all such cases, a student is entitled to change his or her records to reflect the new or resumed name in accordance with the court order.

When a student has changed his or her name in this manner and requests a new diploma reflecting the new name, the College will issue a new diploma upon surrender of the old diploma. In the event that the old diploma has been lost or destroyed, a new diploma identified as a "duplicate diploma" may be issued to the student without evidence of such loss or destruction.

b. Name Changes Due to Typographical Errors

When a student requests a name change due to a typographical or other error in College records, the student's request should be granted after verification that the name change is due to such error. Documents that can assist the College in making this determination must be issued by at least one of the following entities: federal, state or tribal government; insurance company; bank; credit card company; union; employer; landlord; education institution; or utility company. Examples of acceptable documents for rectifying typographical errors include, among other things, a voter registration card, professional or driver's license, state issued identification card or school identification card, employer identification card, paycheck, tax form, insurance card or policy, credit card, utility bill, or bank statement or check.

c. Process for Seeking Name Changes

To obtain the change, a student must complete the Legal Name Change Request Form and, if relevant, show an original or certified copy of the court order and submit them to the Office of the Registrar. Note that all legal name changes must be made by the student or alumni requesting the change. No second-party notification of a legal name change will be accepted. Thereafter, only

his or her new name should be reflected on all transcripts, diplomas, and other records issued by the College unless the student requests in writing that his or her transcript and/or diploma include a reference to his or her former name (e.g., John Doe, formerly known as John Roe).

For recordkeeping purposes, the student's Legal Name Change Request Form and court order (where relevant) should be kept in the student's file, along with the date of the name change and the student's former name. The College must strictly comply with the terms of the court order. For example, a court-ordered name change made as a result of an adoption proceeding, gender reassignment, or as part of a witness protection program may require that the previous name be sealed from the public. If there is any question about the validity or scope of a court order, please contact The Office of the General Counsel.



Legal Name Change Request Form

Current Legal Name on record: _____
First Middle Last

New Legal Name: _____
First Middle Last

Mercy College CWID: _____

Date of Birth: _____

Graduation Year (Expected): _____

Phone Number: _____

Email Address: _____

- All legal name changes must be made by the student or alumni requesting the change. No second-party notification of a legal name change will be accepted.
- **Court-Ordered Name Changes:** An original or certified copy of a court order, including marriage certificates, must accompany this form. Copies will be kept on file by the Office of the Registrar.

Signature

Date