

Policy Name:	Change of Name Policy
Originating/Responsible Department:	Vice-President (Students and Enrolment) and University Registrar
Approval Authority:	Senior Management Committee
Date of Original Policy:	May 1992
Last Updated:	February 2021
Mandatory Revision Date:	February 2026
Contact:	Vice-President (Students and Enrolment) and University Registrar

Policy:

Carleton University requires that employees, students and former students provide a complete and accurate legal name on application for either admission or employment.

In addition, upon application for graduation, or upon final offer of employment and acceptance, students and employees may be asked to provide proof of name.

Further, it is expected that employees, students and former students will maintain and update their legal name as circumstances warrant.

As such, requests to change all or part of a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

As an inclusive community, the University also recognizes that many of its members use first names other than their legal first names to identify themselves. The University acknowledges that a preferred first name can and should be used wherever possible in the course of University business and education. No supporting documentation is required.

Purpose:

The goal of the Change of Name Policy is to ensure that proper protection is in place to ensure the integrity of University records for students, former students and employees while maintaining an inclusive community.

Scope:

This policy applies to records information acquired by all University Departments responsible for either creating a Banner ID or amending biographical information for an individual.

Principles:

In accordance with the University's Policies on Corporate Records and Archives, and the Student and Applicant Record, it is recognized that the University's records are an important source of

administrative, evidentiary and historical information. As such, the good governance of these records necessitates strong controls to be in place surrounding the alteration of a person's name.

Procedures:

1. Legal Name Change: Requests to change all or part of a name by way of alteration, deletion, substitution or addition must be made in writing by completing the University's official change of name request form. Appropriate documentation is required to substantiate the request.
 - a. Employees are required to submit their request to Human Resources.
 - b. Current and previous students are required to submit their request to the Registrar's Office.
2. Preferred First Name Change: Requests to utilize a preferred first name must be made through Carleton Central, and are subject to review and approval. No supporting documentation is required; however it is assumed such requests will be made for the intended purpose of the policy.
3. Preferred Name on Diploma: Requests to utilize a preferred first name on their diploma must be made in writing by completing the University's official Name Change Request form. No documentation is required.
4. Gender Assignment Change: Requests to change gender must be made in writing by completing the University's official Name Change Request form. No other documentation is required.
5. Exceptions or modifications to this policy may be made where required by applicable law.

Roles and Responsibilities:

- Admissions and Graduate Studies departments are responsible that applicant information input or received on the system is done in accordance with this policy.
- Human Resources Department is responsible to ensure that employee records are input, modified and maintained in accordance with this policy. In cases where an employee is a former student any name change will be forwarded to the Registrar's Office for maintenance or modification of the student record.
- Registrar's Office ensures that the records of students and former student are maintained or modified in accordance with this policy.
- Each of the above departments are required to maintain the integrity of Banner data by ensuring that a legal name is represented on their respective records.
- Administrative Procedures have been defined to support the policy. Proposed changes to process will be considered by a committee formed and chaired by the Registrar's Office with representatives from areas with responsibility to implement the process and in consultation with areas affected by the changes as required.

Definitions and Acceptable Use:

Name: "A word or combination of words by which a person is designated, called or known." (Oxford

Dictionary)

Legal Name: For a Canadian citizen, the name under which an individual is registered with the province in which they reside. For non-Canadian citizens the legal name is that name registered with the ministry responsible for immigration in Canada and which is found on their immigration documents or passport.

Legal Name Change: Can be obtained by providing a certificate as issued by a province or country of residence. Certificates issued outside Canada must be accepted by the Canadian government as authorized documentation.

Change in Marital Status: Persons may change their names as a result of cohabitation, marriage, separation, or divorce, with supporting documentation.

Change in Gender: Persons may change their gender information without supporting documentation.

Preferred First Name: As an inclusive community, the University acknowledges that many of its members use first names other than their legal first names to identify themselves. Except on legal records and official documents, a preferred first name can and should be used wherever possible in the course of University business and education. No supporting documentation is required.

Legal records and official documents: Records and documents that must use the legal name include, but is not limited to:

- Official student documents, such as: transcript, certificate of enrolment, and verification of student status forms;
- Tax documents;
- Financial documents; and
- Employment documents.

Adoption: Children's names can be changed upon adoption with authorized supporting documents.

Contacts:

Vice-President (Students and Enrolment) and University Registrar
Assistant Vice-President (Human Resources)

Links to related Policies:

Access to Information and Privacy Policy
Corporate Records and Archives Policy