

Preferred Name Procedure

Purpose:

Camden County College recognizes that many people use a first name other than their legal name to identify themselves. Because for some, a preferred name may be an important factor of their identity, Camden County College has established the following procedure to allow students and employees to indicate their preferred first name to the college community.

Important Information about where the changes will and will not be available:

There will be instances where your legal name will still be used. This includes but is not limited to any legal college documents such as official transcripts, records from the registrar, grading and government/state documents, financial records and federal and state aid documents.

Camden County College will use the indicated preferred first name on certain college documents that are not legal document such as those listed above. Once the form is approved and the change has been made in the system student ID cards, class rosters and some online systems such as the MyCCC Portal/Canvas will reflect the name change.

Camden County College reserved the right to deny or remove a preferred name without notice for the reasons indicated below.

- used to misrepresent a person's identity
- used to misappropriate the identify of another person or organization
- as an attempt to avoid a legal obligation
- as something that may be harmful to the reputation or interests of the college
- any derogatory, obscene, offensive or otherwise inappropriate message

Preferred Name Change Approval Process:

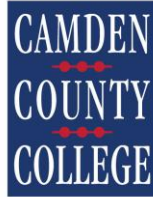
Request forms will be sent to Records and Registration for students and Human Resources (HR) for staff. If the preferred name is denied the person will be notified with the reason(s) for denial along with an opportunity and instructions to appeal.

A committee of a minimum of three people will be responsible to hear an appeal that must occur within 10-15 working days of the appeal request.

Department Notification:

The following departments will be notified of a preferred name request and have 15 working days to update their records/system if the system allows for an update to be made:

- eLearning (Canvas/MyCCC Portal)
- Registrar (Colleague)
- Current student instructors (to update their records along with expectations of the use of the preferred name)
- HR (faculty/staff)



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Non-compliance and complaints:

If the preferred name change is not being accommodated as required by this policy, the individual is encouraged to resolve the issue informally by directly communicating their concern to the College personnel or office that has failed to use the preferred name.

If a student needs additional support, advocacy or to initiate a formal complaint, they may contact Student Affairs.

If a faculty or staff member needs additional support, advocacy or to initiate a formal complaint, they may contact HR.

Note:

Changing your legal name to a preferred name does not change your legal name in the Camden County College system nor will it be reflected in your student email address. Preferred names will need to be approved by the College and processed through our Student Records department.

A request for a preferred name change will constitute an alias. Be aware that it may be required to disclose, in some circumstances including but not limited to background checks and other legal processes. This responsibility may be lifelong and may cover each preferred name used even if later changed or discontinued. The college will disclose and/or confirm the preferred name used by the individual with any lawful request for this information, and/or upon request by the individual.

A CCC student, faculty or staff ID card with a preferred name imprinted on it may be used as a valid identification within the College. However, CCC student, faculty or staff ID card with a preferred name imprinted on it may not be used as an alternative to a legal ID.

Camden County College will make every effort to display and included your preferred name where possible and appropriate as well as make a good faith effort to update our systems accordingly.