



**OAKLAND
COMMUNITY
COLLEGE™**

Administrative Policy

Policy Type: Human Resources
Policy Title: Chosen Names for Students and Employees
Office Responsible: Human Resources

Policy Statement

OCC recognizes that students and employees may prefer to use first names other than their legal first name to identify themselves. As long as the use of this chosen name is not for the purpose of misrepresentation, OCC acknowledges that a chosen first name can be used where possible in the course of OCC business and education. OCC reserves the right to deny or remove, with or without notice, any chosen name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names. The last name (surname) will remain unchanged.

When designated by a student or employee, the chosen name will be used in all OCC communications except where use of a legal name is required by OCC business. If an employee does not specify a chosen name, the legal name will continue to be used for all purposes.

Definitions

- **Legal name**: The name that an individual is given at birth and which appears on a birth certificate recognized by a government or other legal entity, or the name which appears on a marriage certificate or other government issued document (e.g. court order) on which a legal name change is recorded.
- **Chosen name**: The first name by which a student or employee wishes to be known.

Examples:

- Your legal name is Joseph John Doe. Your chosen name might be Jane Doe.
- Your legal name is Katherine Anna Rodriguez. Your chosen name might be Kat Rodriguez.

Places where a **student's chosen name will display:**

- Class roster
- College student organization roster
- Student schedule
- OCC username/email address (if requested)
- RaiderOne ID card

Places where an **employee's chosen name will display:**

- General mailings (non-legal mailings)
- OCC Infomart Directory
- RaiderOne ID card

Places where **student's legal** name will display:

- Official transcripts
- Diploma
- Employment forms
- Payroll records
- Tax documents
- Financial aid documents and records
- Immigration documents
- Verification requests
- Third-party reports such as to the National Student Clearinghouse
- Other documents that require a legal name on record
- RaiderOne ID card

Places where an **employee's legal** name will display:

- RaiderOne ID card
- Insurance documents
- Payroll and tax forms
- Retirement documents
- Other documents that require a legal name on record

How to Request a Chosen Name

Students and employees are not required to obtain a court-ordered name change to change their OCC records as a prerequisite to being addressed by their chosen name.

Students will submit [Form ADS 111, Chosen First Name and Personal Pronoun Request](#), to facilitate the change. Direct any questions to ces@oaklandcc.edu.

Employees will submit [Form HR-30, Employee Change of Information Request form](#). Direct any questions to hr@oaklandcc.edu.

Legal Name Change

Please be advised that requesting a chosen first name is not the same as legally changing your name through the court system. Selecting a chosen name does not change your legal name on OCC's records. A request for a legal name change must be accompanied by a completed legal name change request form, a photo ID, and the required legal documentation. Legal documentation such as a court order, marriage license, birth certificate, Social Security card, valid U.S. passport, or an adoption order must be submitted in order to complete the request.

Change Log

9/9/2020 Effective date