



Title: Name Change Policy
Owner/Contact: Registrar/HR
Date created/revised: March 15, 2025
Date approved: July 29, 2025
Approved by: Cabinet

1. Purpose

Greensboro College is committed to fostering an inclusive and respectful environment for all students, faculty, and staff. This policy establishes guidelines for the use of chosen names and the handling of dead names to ensure respect, dignity, and legal compliance.

2. Scope

This policy applies to all students, faculty, and staff at Greensboro College in all official and informal interactions, including but not limited to academic records, communication, and identification systems.

3. Definitions

- **Chosen Name:** The name an individual prefers to be addressed by, which may differ from their legal name.
- **Legal Name:** The name officially recognized by government agencies for legal and administrative purposes.

4. Policy Statement

4.1 Use of Chosen Names

- Students, faculty, and staff have the right to use their chosen name in all settings where a legal name is not required.
- Greensboro College will implement systems to ensure chosen names appear on class rosters, email addresses, ID cards (where possible), and other non-legal documentation.
- Faculty and staff are expected to address students and colleagues by their chosen names in all verbal and written communications.

4.2 Legal Name Use

- Legal names may be required for official documents, such as financial aid records, transcripts, diplomas, tax forms, and certain legal documents.
- The college will minimize the use of legal names where not legally mandated.

4.3 Updating College Records

- Individuals may request to update their chosen name in college systems via [Registrar's Office/HR Department]
- Legal name changes will be updated upon submission of appropriate legal documentation to [Registrar's Office/HR Department].

5. Misuse of names

- Intentionally or repeatedly using an incorrect name after being informed of a chosen name is considered a violation of this policy and may be addressed under the college's anti-discrimination or harassment policies.
- Faculty, staff, and students who experience or witness the use of incorrect names are encouraged to report the issue to the Office of Inclusive Excellence and/or Human Resources [Incident reporting](#).

6. Confidentiality and Privacy

- The college will take reasonable steps to protect individuals' privacy regarding name changes and gender identity.
- The old name will not be publicly displayed or disclosed without a legitimate legal or administrative reason.
- Under the Family Educational Rights and Privacy Act ([FERPA](#)) a student's name, including ones Chosen Name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure by requesting a FERPA information block.

7. Training and Awareness

- Faculty and staff will receive training on this policy.
- Resources and guidance on best practices for addressing students and colleagues respectfully will be provided through the Office of Inclusive Excellence.

8. Policy Violations

Non-compliance with this policy may result in corrective action under applicable student, faculty, or staff conduct procedures.

9. Contact Information

For questions or concerns regarding this policy, please contact: **The Office of Inclusive Excellence.**

juliet.lowery@greensboro.edu

(336) 967-3777

Please see the FAQs page for more information. ([link to page](#))

- The Office of the Registrar is responsible for the maintenance of the policy for the student body.