



## STUDENT NAME AND GENDER IDENTITY CHANGE REQUEST FORM

### **Purpose and Scope of Policy**

Centre College developed a policy in fall 2017 and updated in 2024 whereby current transgender and non-binary students may request a new first and/or middle name on campus, regardless of whether they have legally changed their name. Except where the legal name is required by law, industry standard, or strong business need, the College will endeavor to use the new name(s).

In addition to designating a new name or names, this policy allows current transgender students to designate a gender marker that differs from their sex at birth, with the understanding that there may be some systems where the implementation of a gender marker other than the legal gender is not possible.

Because Centre has many information systems, it is possible that changes will not take effect in some areas of the College or will take effect more slowly in some areas than in others. The indication of a new name or gender cannot be for illegal or fraudulent purposes.

The new name(s) will be reflected:

- In the Centre College portal (Centrenet) • In news releases and announcements
- On class rosters • On the Centre ID

Please note: Students may choose to not have information shared publicly by indicating this preference in the annual “Permission for Publicity” survey or by contacting the Office of Communications. Names on diplomas are chosen at the time of degree application through the Office of the Registrar. New email aliases may be requested through the Office of Information Technology Services. **Name Change Request(s)**

\_\_\_\_\_  
First Name      Legal Middle Name      Legal Last Name      \_\_\_\_\_ Legal

\_\_\_\_\_  
New First Name      New Middle Name      Centre ID #

### **Gender Identity Change Request (if different from sex at birth)**

Male      Female      Write in option: \_\_\_\_\_

**Certification**      (Example: Transgender, Gender Fluid, Agender, Trans Man, Trans Woman)

I fully understand the purpose of this Change Request Form and understand the expectations outlined in this disclaimer. I also understand that the new name(s) will be the primary name(s) used for business purposes at Centre College. Furthermore, I confirm that I am not requesting a new name to avoid any legal obligation or to otherwise misrepresent myself.

\_\_\_\_\_  
Print/Type Legal Name      Sign Legal Name      Date

**Once completed, please submit the form to [ODI@centre.edu](mailto:ODI@centre.edu)**