STUDENT NAME AND GENDER IDENTITY CHANGE REQUEST FORM

Frequently Asked Questions

1. How often can I change my name(s) and gender identity?

The goal of the policy is to foster an inclusive campus environment that encourages self-expression. Centre College expects that requests will be made after careful consideration and with good intent. While the College reserves the right to deny any request, this would be done only if the request is deemed inappropriate in any way. For instance, name changes may not be used to avoid legal obligations or for illegal purposes, and they should not include offensive or derogatory language.

2. Will my professors receive a separate notification of my new name(s)?

No, not directly, but the new name(s) will appear on the class roster within two weeks of your request’s approval beginning CentreTerm 2018.

3. Will the changes be reflected on my diploma at graduation?

Yes, but please note that names on diplomas are indicated through a separate process at the time of degree application through the Office of the Registrar.

4. May I change my email address to reflect the new name(s)?

Yes. Please contact the Office of Information Technology Services to obtain a new email alias and account ID. The activation date of the new alias and account will be determined at the time of the request.

5. Where can I expect that my legal name will still need to be used?

While Centre College will attempt to use your new name(s) wherever possible, the full legal name will continue to be used when external sources require it or when the College determines that there is a strong business interest to use it, such as:

- Billing records
- Checks and direct deposits issues by the Business Office
- Federal immigration documents
- Financial aid documents
- Medical records
- Non-resident visas and supporting documentation
- Payroll records
- Student loan documents
- Tax forms
- Transcripts
6. Once my request is approved, how do I obtain a new ID card?

Please visit the Student Life Office to obtain a new Centre College ID card that reflects the new name(s).

7. Is my gender identity reflected anywhere?

A student’s sex at birth and gender identity will only be reflected in the College’s official record. Documents like class rosters, diplomas, dean’s list certificates, and transcripts do not indicate a student’s sex or gender.

8. Once I change my name or gender identity using this form, will everyone on campus know?

No. This is primarily about making changes to the College’s records, and then allowing those Centre personnel with a need to know to have the information and use it appropriately. For example, professors will see a new name on a class roster, but not a gender designation. Others on campus will not be directly informed, but might see your new name on a directory list, club list, cast list in a play, athletic team roster, etc.

9. What do I do if my previous name appears on a document, list, or web page?

When this happens, please bring it to our attention through the Diversity Office. We can then review to see if the new name can be used in that instance, what steps are needed to update our process or IT system to accommodate the change, or what campus office should be contacted to make the necessary change.

10. If I have more questions about the policy, whom do I contact?

Dr. Andrea Abrams, interim associate vice president of academic affairs and diversity initiatives, is the first place to start. If he is unable to answer your questions, an appropriate colleague will be recommended.