

Policy Statement

Terra State Community College (TSCC) recognizes that members of our community may prefer to use a first name that differs from their legal name to identify themselves. TSCC is committed to using the preferred first name of individuals wherever possible. Legal name changes, such as last name, require official documentation.

To encourage a welcoming climate, TSCC has a policy that allows students, faculty, and staff to indicate their preferred first name to the college community independent of legal name; providing the use of a preferred name is not for the purpose of misrepresentation. While TSCC makes efforts to identify students, faculty, and staff by their preferred name, this is not a requirement for the rest of the TSCC community.

Policy Details

While a student's preferred first name will appear in Self-Service Banner (SSB) and class rosters as soon as the name is saved, it may take longer to appear on other systems. Please note that TSCC may use third-party software that does not use, or is not compatible with, preferred names. Students and staff can update their preferred first name through the My Profile, Personal Details section of SSB.

TSCC reserves the right to review all preferred name changes and will not accept a preferred name that is considered vulgar, offensive, or obscene; creates confusion of the individual with another person; or otherwise constitutes misuse or abuse as defined in this policy. Students who violate this standard will receive a notification to their TSCC email address, and the name(s) will be removed from the system. Students who repeatedly violate this standard will be referred for Student Conduct charges. Appeals to this may be made using the Administrative Student Complaint Policy.

Faculty, staff, or students who update their preferred name after being issued an identification card may request a replacement card. Faculty, staff, or students who request a replacement identification card should be advised that appropriate charges for a duplicate ID will apply.

The **preferred name** will be used on advisor/advisee lists, class rosters, commencement program, dean's list, email, and many screens and documents generated in your student/staff portal. In most cases, postal mail will be addressed with the preferred name. The preferred name may be used on a diploma, which is identified through a separate application to graduate process.

Reasons for the use of a preferred name may include individuals who use:

- a middle name instead of a first name,
- an anglicized name, *or*
- a name to which the individual is in the process of legally changing

The **legal name** will be used when it is required for business, legal, and external reporting purposes, such as billing statements, financial aid documents, official and unofficial transcripts, immigration documents, police records, conduct records, medical and health records, payroll, and professional licensure records.

Once saved, the preferred first name will update automatically in some systems, but other third-party systems may take longer.

To change a legal name, a request to change the name must be made in person at the appropriate office. Students are required to provide their legal names on their applications for admission. After enrollment, students may process official name changes or corrections. A change of legal name requires an official document or court order verifying the correct information at the time the request is made.

- Employees of TSCC, including student employees, must contact Human Resources.
- Students, excluding student employees, must contact Student Records.

Two (2) of the following documents must be submitted for verification of the legal name change:

- Valid passport (required for international students in non-immigrant status),
- Federally issued identification card,
- Court action document,
- Divorce decree (the appropriate page of the decree),
- Marriage certificate,
- Valid state driver's license or state-issued identification card,
- Social Security Card,
- Additional documents not listed may be deemed acceptable by either the Registrar or Director of Human Resources.

Procedures

1. Employees of TSCC, including student employees, must contact Human Resources for modifications.
2. Students who do not have SSB access, or who need to make a legal name change, may request a Records Revision Form from Student Records in person or by email at recordsdept@terra.edu.
3. Notification of changes will be made by email to the student's terra.edu account if possible. For modifications requiring a new username and email, notifications will be made by phone.
4. Transcripts are official documents and are required to use the legal name.
 - a. If a student legally changes names, the student may order a new transcript, which will print with the current legal name on file.
 - b. Appropriate fees may apply.

Resources

Documentation

1. The Record Revisions Form is available at the Student Records office and the Community Site > Department > Records > Forms - Fillable

Definitions

Term Definition

<i>Legal Name</i>	The name that identifies a person for legal and other official purposes. A person's legal name is generally the name given and registered at birth, and which appears on a birth certificate, but may subsequently change.
<i>Preferred first name</i>	Name by which a student may wish to be known that differs from their legal first name.

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
2/20/2020	Policy	Issued	CASA
3/29/2023	Procedure	Updated	Eric Steinberger
5/16/2023	Policy	CASA Approval with edits (electronic vote)	William Taylor, CASA Co-Chair

Preferred Name Policy

Division: Student Affairs

<i>3/3/2026</i>	Entire Document	Updated/Changed Policy Name from Preferred Name, Gender and Pronoun Policy to Preferred Name Policy	Eric Steinberger
<i>3/12/2026</i>	Policy	CASA Approved through electronic vote 3/12/26	Dr. Doug Mead, CASA Co-Chair

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2/19/2026

Next Review Date: 1/19/2029