

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Name Change</b>		<b>SOP #: RR.014.00</b>
Effective Date	6.17.2020	
Last Revision/Review	6.17.2020	

### 1. Purpose

Students enrolled at the College have the opportunity to change their names on institutional records upon the production of legal evidence indicating the name change.

Additionally, students enrolled at the College have the opportunity to use a preferred or chosen name (reference SOP RR.015 Preferred Name). While not valid for legal or official purposes, these names are used for various reasons, including gender transition, gender identity, adoption of a more common or more easily pronounced name, use of nicknames, or simple preference of the student.

### 2. Related Policy/Authority

Policy B1040 Non-Discrimination

Policy B1043 Title IX

Policy B9500 Title IV Compliance

### 3. Faculty/Staff Responsibilities

Office of the Registrar

Office of Compliance

### 4. Definitions/Abbreviations

SIS – student information system

OTR – Office of the Registrar

### 5. Procedural Steps

**Legal Name Change** - The College requires that the student complete and submit a Change of Record form. Legal evidence indicating the name change must accompany the Change of Record form. Types of documentation that are considered legal include:

- Marriage – Copy of marriage certificate, marriage license, court entry, or valid U.S. passport\*.
- Divorce – Copy of Divorce Decree, court entry, order of legal name change, or valid U.S. passport\*.
- Legal Name Change – Court order of legal name change or valid U.S. passport\*.
- First Name Change (ex. From variation to legal name) – Copy of birth certificate or valid U.S. passport\*.
- Add or Change Middle Name/Initial – Copy of birth certificate or valid U.S. passport\*.

\*If non-U.S. passport is provided, a copy of your U.S. visa document is also required. Documentation must be in English or have a translation on the form.

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The Office of the Registrar will review the form and legal documentation. If approved, the OTR will make the change in the SIS. Once completed, OTR will send out notification of the name change to those departments/individuals with a legitimate educational interest. Upon completion of notification, OTR will file the form, documentation, and notification in the student information system.

**Preferred Name Change** - The College requires that students wanting to use a preferred name complete and submit a Preferred Name Request form. The Office of the Registrar will review the form and if approved, OTR will make the change in the SIS. Once completed, OTR will send out notification of the name change to those departments/individuals with a legitimate educational interest. Upon completion of notification, OTR will file the form, documentation, and notification in the student information system. Please see SOP RR.015 Preferred Name for more information.

### **6. Reports/Charts/Forms/Attachments/Cross References**

RR.015 Preferred Name

### **7. Maintenance**

The Registrar developed the procedure; it will be reviewed and updated annually.

### **8. Signature**

Signature on File

Marisella Reyes, Registrar

6.17.17

Date

### **9. Distribution List**

External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			