

<b>Policy Name:</b>	Change of Name Policy
<b>Originating/Responsible Department:</b>	Vice-President (Students and Enrolment) and University Registrar
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	May 1992
<b>Last Updated:</b>	April 2025
<b>Mandatory Revision Date:</b>	April 2030
<b>Contact:</b>	Vice-President (Students and Enrolment) and University Registrar

**Policy Statement:**

Carleton University provides employees, students and former students the opportunity to provide both a chosen and legal name when interacting with the University. This policy fulfills our obligations under the Human Rights Code but has been drafted more broadly in the spirit of inclusive design.

There are certain documents (admissions documents, tax forms, pension documents etc.) that require Carleton to know and store an individual's legal name. Therefore, students and employees may be asked to provide proof of legal name.

It is expected that employees, students and former students will maintain and update their legal name as circumstances warrant. Requests to change all or part of a legal name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

The University also recognizes that many of its members use first names other than their legal first names to identify themselves. The University will make all reasonable efforts to ensure that a chosen first name will be used in the course of university business and education except where legal name is required. No supporting documentation is required for providing a chosen name.

**Purpose:**

The goal of the Change of Name Policy is to provide a mechanism for individuals to use a chosen first name or change their legal name while ensuring proper protection is in place to maintain the integrity of university records for students, former students and employees.

**Scope:**

This policy applies to records information acquired by all university departments responsible for either creating a Banner ID or amending biographical information for an individual.

**Procedures:**

In accordance with the Corporate Records and Archives Policy, and the Student and Applicant Record, it is recognized that the University's records are an important source of administrative, evidentiary and historical information. As such, the good governance of these records necessitates controls to be in place surrounding the alteration of a person's name.

1. Legal Name Change: Requests to change all or part of a legal name by way of

alteration, deletion, substitution or addition must be made in writing by completing the University's official change of name request form. Appropriate documentation is required to substantiate the request.

- a. Employees are required to submit their request to Human Resources.
  - b. Current and previous students are required to submit their request to the Registrar's Office.
2. Chosen First Name: Individuals will have the option of providing a chosen name when they apply for admissions or employment at Carleton or when a new Banner record is otherwise created. No documentation is required.
  3. Requests to utilize a chosen first name *after* a record is created should be made as follows:
    - Current Students and Employees - should use the *Chosen Name* section of Carleton Central to indicate their chosen name.
    - Previous students or users outside the University should provide their chosen name to the unit that received the original information (e.g. Athletics, Advancement, etc..). No supporting documentation is required; however, it is assumed such requests will be made for the intended purpose of the policy.
  4. Chosen Name on Diploma: Students may request to use a chosen first name on their diploma by completing the University's Name Change Request form. The form includes a 'Diploma Name Change' section where students can provide their chosen name. No documentation is required; however, students who request this change will be contacted to ensure they understand potential implications, such as challenges in situations where a diploma is used for verification purposes.
  5. Gender Identification Change: Requests to change gender identification must be made by completing the University's Name Change Request form. No other documentation is required.
  6. Exceptions or modifications to this policy may be made where required by applicable law.

### **Definitions and Acceptable Use:**

**Name:** "A word or combination of words by which a person is designated, called or known." (Oxford Dictionary)

**Legal Name:** For a Canadian citizen, the name under which an individual is registered with the province in which they reside. For non-Canadian citizens the legal name is that name registered with the ministry responsible for immigration in Canada and which is found on their immigration documents or passport.

**Legal Name Change:** Can be obtained by providing a certificate as issued by a province or country of residence. Certificates issued outside Canada must be accepted by the

Canadian government as authorized documentation.

**Change in Marital Status:** Persons may change their last name as a result of marriage, separation, or divorce, with supporting documentation.

**Change of Gender Identification:** Persons may change their gender information without supporting documentation. Students can fill in the Name Change form through the Registrar's Office and employees can complete this process through Human Resources.

**Chosen First Name:**

The University recognizes that many of its members use first names other than their legal first names to identify themselves. The University will make all reasonable efforts to ensure that a chosen first name will be used in the course of university business and education except where a legal name is required. No supporting documentation is required for providing a chosen name.

**Legal records and official documents:** Examples of records and documents that require legal name include:

- Official student documents, such as: transcript, certificate of enrolment, and verification of student status forms;
- Tax documents;
- Financial documents (including payroll information); and
- Pension and benefits documents

**Roles and Responsibilities:**

Admissions Services and Graduate Studies

Ensures that applicant information is entered, modified, and maintained in accordance with this policy. Maintains the integrity of data by ensuring that a legal name is represented on their respective records where required.

Human Resources

Ensures that employee records are entered, modified, and maintained in accordance with this policy. In cases where an employee is a former student any name change will be forwarded to the Registrar's Office for maintenance or modification of the student record. Maintains the integrity of data by ensuring that a legal name is represented on relevant records as required.

Registrar's Office

Ensures that the records of students and former students are modified and maintained in accordance with this policy.

Data Access Working Group

Administrative Procedures have been defined to support the policy. Proposed changes to process will be considered by the Data Access Working Group in consultation with the data owners and any affected units.

**Contacts:**

Vice-President (Students and Enrolment) and University Registrar  
Associate Vice-President (Human Resources)

**Links to related Policies:**

[Access to Information and Privacy Policy](#)  
[Corporate Records and Archives Policy](#)  
[Personal Health Information Processing Policy](#)