

System-Wide Student Policies

Bathroom and Locker Room Use

All students may utilize bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

Legal Name – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

Preferred First Name – The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

To request a preferred first name, a student should complete the *Preferred First Name Change Form* available in the Registrar's Office.

Sex Designation - In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

Approved at Presidents' Council Meeting – 9-16-11
Disseminated to Presidents – 9-21-11
Revised 11-29-16

Accepted by the QCC BOT 1/25/17

COMMUNITY COLLEGE
PREFERRED FIRST NAME CHANGE FORM

The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

This form does not change a student's legal name. A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to: financial aid records; student accounts records; student personally identifiable information; student directory information; payroll records; health records; official transcripts; federal immigration documents; and interactions with government agencies. To change your legal name on all College records a court order or other acceptable legal documentation is required.

LEGAL NAME:

Last Name	First	MI
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Street	City	State	Zip Code
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E-mail	() Telephone Number
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Student I.D. Number: _____

PREFERRED FIRST NAME: _____

Signature	Date
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Once a preferred first name has been requested, that name will be used by the College as detailed above until the student withdraws his/her request for the use of a preferred first name.

The College reserves the right to modify, change, alter or rescind at any time and at its discretion its Changing Biographical Data policy.

If the use of a preferred first name is for an improper purpose, including but not limited to misrepresentation or attempting to avoid a legal obligation, a student may be subject to disciplinary action, up to and including expulsion. This document does not form a legally binding or enforceable contract.

To request a preferred first name, present this form at the Registrar's Office along with a College ID.