

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Name Change Policy

EFFECTIVE DATE: February 22, 2024

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to students and employees of The Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 Purpose

2.1.1 To establish a process for students and employees to request a legal name change in the College’s information systems.

2.1.2 To establish a process for students and employees to request preferred name change in the College’s information systems.

2.1.3 To ensure that appropriate processes are in place to maintain the integrity of college records.

2.2 Principles

2.2.1 This policy affirms the College’s commitment to be inclusive in all interactions, practices, and processes. It is important to the College to ensure that individuals are correctly identified in Canadore’s community.

2.2.2 This policy does not apply to preferred or common names as they appear on college documentation that is produced for legal and official transactions nor does it apply to third-party records such as immigration documents, Ontario Student Assistance Program (OSAP), Ontario College Application Service (OCAS), CAAT pension and benefits plan etc.

3. DEFINITIONS

3.1 Legal name: the official designation of an individual as recognized by governmental and legal entities, typically given for the purpose of registration of birth. For international students, the legal name is the name registered in Canada and provided on the individual’s immigration documents and passport.

3.2 Preferred or common name: the name an individual prefers to be called, that is commonly used, and is different from their legal name. College information systems may refer to this as 'preferred or common name'.

3.3 College records: a collection of personal information that is compiled, organized, and stored physically or digitally by the College and is capable of being retrieved using a student's or employee's name or number.

4. POLICY

4.1 Students and employees may request a legal or preferred/common name change to be used on all college records and front facing online learning components. The College will provide guidance and support throughout the name change process.

4.2 The College will retain a record of all names as part of the individual's record. The information will be stored in a secure location and access will be limited to those with a legitimate business need to access the information to protect the privacy of the student or employee.

4.3 Legal Name Change

Students and employees requesting a legal name change must complete and sign the Legal Name Change Form. A valid government-issued identification containing the new legal name (driver's license, passport, marriage certificate, etc.) must be submitted in person with the accompanying completed form, to the Organizational Development and Talent Management (ODTM) office for employees, or the Registrar's Office for students, to initiate changes to college records.

4.4 Preferred/Common Name Change

Students and employees requesting a preferred name change must complete and sign the Preferred Name Change Form. The preferred name can be listed in a variety of information technology applications at the College including class lists, discussion boards, drop boxes, iLearn student profile, bus pass/student card, human capital management system, email address, etc.

4.5 Pension, benefits, and government agencies such as the Canada Revenue Agency may not recognize or accept a preferred name for legal purposes. Students and employees are responsible for resolving name discrepancies with external organizations according to the policies and procedures of those organizations.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College.

The President will ensure that the policy is implemented, and that compliance is monitored.

5.2 Registrar's Office

The Registrar's Office is responsible for ensuring that records of students are maintained and modified in accordance with this policy.

5.3 Organizational Development and Talent Management

Organizational Development and Talent Management is responsible for ensuring that employees' records are entered, maintained, and modified in the College's human capital management system in accordance with this policy.

5.4 Information Technology Services

Information Technology Services is responsible for developing and implementing the workflow and process for updates to be captured in the College's systems.

6. EVALUATION

This policy will be reviewed every three years.

References:

Respectful College Community (B-11)

Ontario Human Rights Commission | Human Rights Code, R.S.O. 1990

[Email me form: Student Name Change Form](#)

[Preferred Name Change Request Form](#) (Student)

Legal Name Change Request Form - Employee (attached: Appendix A)

Preferred Name Change Request Form - Employee (attached: Appendix B)



LEGAL NAME CHANGE REQUEST FORM - EMPLOYEE

Please note: This form applies to legal name change only. A copy of government-issued identification using the new legal name (driver's licence, passport, marriage certificate, etc) must be submitted with the completed form to Organizational Development and Talent Management (ODTM). The following will be updated: pay statement, T4, employment documents, email address, and benefits (medical, dental, pension). Submit completed form: ODTM.Information@canadorecollege.ca

EMPLOYEE IDENTIFICATION - CURRENT INFORMATION (PLEASE PRINT)

Form with fields for Last Name, First Name, Middle, Department, Employee ID (EE#), and Status (FT or PT)

LEGAL NAME CHANGE INFORMATION (PLEASE PRINT)

Form with fields for Last Name, First Name, Middle, and EFFECTIVE DATE OF CHANGE (MM/DD/YYYY)

I authorize Canadore College to update my employment records with my legal name change.

Employee Signature

Date (MM/DD/YYYY)

INTERNAL USE ONLY

- PSS
ADP
EMPLOYEE FILE
BANNER
PAYROLL
IT (EMAIL)
CAAT PENSION
COPY OF IDENTIFICATION

Vertical grid of 8 empty boxes for internal use



Preferred Name Change Request Form- Employees

FORM

Organizational Development and Talent Management can facilitate a preferred name change request on your behalf. This can be processed at any point throughout your time with us at Canadore. It is extremely important to us to ensure that you are identified properly in our hallways, classrooms, and all other extensions of our Canadore community.

Forward completed forms or questions to ODTM.Information@canadorecollege.ca

Legal/Dead Name (required)

First Name

Last Name

Employee Number (required)

Department (required)

Email Address (required)

Preferred Name: (required)

Important Information

Please note: *This form applies to preferred name changes only. Please allow for up to 48 hours for changes to go live.*

When successfully carried out, your dead name/legal name will be changed to reflect your preferred name on all of your front-facing components.

This will include

- Dayforce Home Page
- Microsoft 365 Account
- Email Address
- Banner