**Chosen First Name Add/Change/Remove Form**

This form is used to add/change/remove a chosen first name. Please review the Chosen Name Policy for information on the use of chosen first name at GCC.

Legal Name: ____________________________________________  

Last, First, Middle

GCC ID#: ________________________

GCC Email Address: ________________________________________

Current Telephone Number: (______)______-________

- [ ] Add chosen first name

Chosen First Name to be added: ____________________________

- [ ] Change chosen first name

Current Chosen First Name: ________________________________

New Chosen First Name: ________________________________

- [ ] Remove chosen first name

Student’s Signature: ______________________________________ Date: ________________

**Registrar’s Office Use Only**

Update PREF name in SPAIDEN    Initials ______    Date _____________

GCC is an affirmative action/equal opportunity institution. For disability accommodation, please contact the Coordinator of Disability Services (413) 775-1812.

HF 11/19/20
Greenfield Community College Chosen First Name Policy

Greenfield Community College (GCC) recognizes that some students may use a first name rather than their legal name to identify themselves. As long as the use of a chosen first name is appropriate and not for an improper purpose, GCC acknowledges that a chosen first name can and should be used where possible in the course of college business and education.

If the use of a chosen 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. GCC reserves the right to remove chosen first name in cases of improper usage. Individuals who choose to act in any manner contrary to the above policy may be subject to the disciplinary measures of Greenfield Community College and/or the laws of the Commonwealth of Massachusetts.

GCC has identified internal documents, communications, systems and web portals where chosen first name will be used instead of legal first name. These include but are not limited to:

- Moodle
- MyGCC
- Class rosters
- Grade rosters
- Advisor lists
- Student Identification Cards
- Diplomas

Students can enter, modify and remove a chosen first name in their MyGCC account under Personal Information. The use of the chosen first name will be in effect until such time as the student removes it from their record via MyGCC. If for any reason the student is unable to modify their account within MyGCC, a form will be available from the Registrar’s Office to request modification to their chosen first name. Students may also modify the name that displays in their GMAIL email accounts. Instructions can be found here.

For commencement purposes the diploma name supplied by the student on the graduation application will be used on the diploma, in the program, read at the ceremony and supplied on the press release unless the student notifies the Registrar’s office that they prefer a different first name be used.

A student’s legal name will 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 name on all college records a court order or acceptable legal documentation is required.

Updated Version Approved by:
Anna Berry, Chief Student Affairs Officer and Dean of Students
Holly Fitzpatrick, Registrar

November 19, 2020