

Queen's University
Senate Committee on Academic Procedures
Report to Senate – October 22, 2009

POLICY ON STUDENT NAMES

Approved by the Senate Committee on Academic Procedures, 1993

Background

The Canadian government has recently recognized that a complete legal name may consist of only one name. This change to government policy prompted the review of SCAP's Student Names Policy.

Analysis and Discussion

At its September 24, 2009 meeting, the members of SCAP discussed the proposed amendments to the Student Names Policy. It was agreed that the amendments were necessary in light of the change to federal government policy. It was also agreed that the removal of administrative procedures from the Policy itself would be appropriate.

Recommendations

SCAP approved the following statement of policy and four additional policy elements regarding the acceptance of names of students on admission and maintaining those names in the central student records database:

As Queen's University is committed to the integrity of its student records, each student is required to provide either on application for admission or for registration, his or her complete, legal name. Any requests to change a name by means of alteration, deletion, substitution, or addition must be accompanied by appropriate supporting documentation.

Additional Policy Elements

- 1) The complete legal name for Canadian citizens is defined as that name by which they were registered at birth or that name which the individual has assumed via a change, for example, marriage or official change of name.
- 2) The complete legal name for those who are not Canadian citizens is that which is provided on passport and/or immigration documents.
- 3) Any requests for a change of name by way of alteration, deletion, substitution, or addition made by currently registered or former Queen's students must be made:
 - in writing and signed, and

- supported with appropriate documentation, defined as follows:
 - > birth or baptismal certificate,
 - > marriage/separation/divorce documents,
 - > passport and immigration documents (study permit or permanent residency),
 - > a valid change of name certificate, or
 - > a Statutory Declaration Form.

4) The name to appear on a Queen's diploma is consistent with the name in the student record system. When a student requests that a name different from that in the student record system appear on a diploma, proper documentation (see 3, above) to substantiate the change must be submitted.

Summary

The Senate Committee on Academic Procedures recommends the following motion be considered for action at the October 22, 2009 meeting of Senate:

Be it resolved that the changes to the Policy on Student Names approved by SCAP be approved by Senate and that the policy and additional policy elements be posted on the Senate website for information.

~~~~~

### ***Policy on Student Names - previous***

- The Senate Committee on Academic Procedures has approved the following statement of policy for accepting the names of students on admission and maintaining those names in the central student records database. The policy, effective September 1993. As of that date, all documents produced for external use, such as, transcripts, diplomas, and enrolment confirmations, shall state the full, legal names of students. In addition, internally produced degree lists should state the full, legal names of graduands.

### **Statement of Policy**

As the University is committed to the integrity of its student records, each student is required to provide either on application for admission or on personal data forms required for registration, their complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

The policy statement should appear in University calendars or Handbooks.

### **Student Names - Administrative Procedures**

The following administrative procedures/guidelines have been defined to support the policy statement. These guidelines should provide clear direction on major issues without creating an over-bureaucratic environment when minor changes need to be made.

The University is entitled to know with whom it is making a legal contract.

## **1.0 Admission / First Registration:**

All applications for admission and/or personal data forms completed for registration purposes by those not formally admitted to the institution must clearly request the legal name.

The legal name for Canadian citizens is defined as that name by which they were registered at birth or that name which the individual has assumed via change (i.e. marriage, official change of name).

The legal name for those who are not Canadian citizens is that which is provided on passport and/or immigration documents.

In all instances the name provided should consist of a surname and at least one given name, in either of the official languages of Canada.

The application for admission and/or personal data forms should clearly outline the requirement for the legal name and the ramifications of failure to comply with the request for correct data in this regard.

## **2.0 Records System**

Student Record System will reflect where possible, the complete legal name as provided by the applicant on admission or via personal data forms at registration, in either of the official languages of Canada.

The student record system should carry the current name of the student with cross-reference to all former names.

In those instances where more than one name is maintained on the system only the active name should appear on documents produced for external purposes.

## **3.0 Name changes (In-Course Students)**

The record connects academic achievement with the person. The person is represented by the legal name.

Any requests while in-course to change all or part of a name by way of alteration, deletion, substitution or addition must be made in writing.

Requests for change as referred to in 3.1 can be made by completing a Biographic Change Form (that can be obtained from the Office of the University Registrar (Records and Services)), completing the on-line [Name Change Form](#) or by providing a signed written request which provides the essential data required.

**3.3** No request for change of name will be processed without appropriate documentation to substantiate the change.

Appropriate documents are defined as follows:

- birth or baptismal certificate
- marriage/separation/divorce documents
- passport
- change of name certificate as issued by a court
- a Statutory Declaration Form

Statutory Declarations may be filed by those individuals who wish to assume a name but have no legal documentation supporting their usage of the new name. These

**3.5** Declarations must be completed and witnessed by a Commissioner of Oaths, (generally lawyers and Notaries Public). There is no legal requirement to accommodate these changes but they will be processed and reflected in the student system if all requirements are properly satisfied.

On receipt of the appropriate request and supporting documentation the student

**3.6** record system will be revised to reflect the change in name, in either of the official languages of Canada:

**3.6.1** Computerized systems will be revised to reflect the most recent name, with a cross-reference to the former name.

**3.6.2** Micro-formed records may be annotated to indicate the change of name where feasible.

In those instances where a Change of Name Certificate from the province is

**3.7** submitted the individual is legally entitled to have all reference to the previous name deleted from the record.

**3.8** In all other cases the individual is entitled to a notation that a name change has occurred. This does not necessarily imply the deletion of a previous name.

All requests for Change of Name and copies of the documentation supporting the

**3.9** change will be maintained in the student's hard-copy file for seven years from the date of the change form.

## **4.0 Names Changes (Graduation)**

As in implicit in common law and the statutes of Ontario, the diploma is a form of proclamation to the world that the student has achieved a certain standard of learning. A university must be able to identify its graduates.

**4.1** The full legal name of potential graduates will be confirmed.

**4.2** The name which is put forward to the Senate of the University and which appears on the diploma shall be consistent with the name in the student record system.

**4.3** In those instances where an anglicized version of a name has been carried on a record during a course of studies, the confirmation of the full, legal name will serve to

clarify the legal name of the student according to their immigration documents.

In those instances wherein the confirmation reflects a substantive change in name (i.e. **4.4** addition or deletion of names, reordering of names, translation of names) proper documentation to substantiate the change must be submitted. (See 3.4).

In those instances wherein the change of name for graduation addresses minor **4.5** changes (i.e. addition of accents, punctuation) documentation may not be required for processing the request.

## **5.0 Name Changes (Former Students)**

**5.1** Former students may request a change of name to their records according to the same guidelines and procedures established for in-course students. (See Section 3.0)

**5.2** All such requests must be received in writing and supported by appropriate documentation.

**5.3** In those instances wherein the individual has graduated the following procedures must be followed:

The office responsible for the maintenance of historical documentation **5.3.1** regarding the names of those students approved by Senate for graduation, should be notified, as required, of the name change.

Any request for a new diploma in a new name should result in either the return **5.3.2** of the original diploma or the filing of a signed statement by the individual that the original has been lost or destroyed.

**5.4** All requests for name changes from former students will be maintained in the student's hard-copy file for a period of seven years from the date of the change.