

CHANGING BIOGRAPHICAL DATA

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The following process is followed when any student seeks to change their 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.

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.