

Name of Policy: First Name/ Pronoun Change and Change of Legal Name
Source: Student Affairs and Academic Affairs
Form to Complete: Request for Change in First Name /Pronoun, see the Registrar to initiate

Policy:

Non-legal first names will only be used for KCAI internal purposes and in cases where legal first names are not absolutely necessary. Examples of where primary/legal first name are necessary include, but are not limited to, student accounts, responses to verification inquiries such as verification requests, financial aid documents, payroll, official transcripts, conduct and academic honesty records, and federal immigration documents.

Examples of first names that will not be approved:

- Names containing foul or inappropriate language as deemed by the college
- Names used for the purpose of misrepresentation

A student’s non-legal first name will appear on class rosters. Other campus offices with administrative need will be notified including: Academic Affairs, Admissions, Academic Advising & Career Services, Advancement, Business Office, Campus Technology, Disability Services & Academic Support, Financial Aid, Jannes Library, Media Center, Safety and Security, and Student Affairs. As with this and other student information and records, staff and faculty are trained on the sensitivity of this information.

At KCAI we do our best to educate the campus community about your first name and pronouns; however, this service should not be construed as a contract that the chosen name and/or gender will be used by KCAI employees/representatives at all times. It should be noted that the ability to designate a first name and pronoun is an opportunity afforded to all students, and does not indicate that someone is a member of a particular group.

*Portions of this policy are adapted from the University of Vermont.

Procedure:

Students who wish to notify KCAI of a first name and pronoun other than that in the database, will be asked to submit a formal request to the Registrar. Please note that the request will be considered and approved by the Registrar and Dean of Student Affairs. Requests will be taken at all times; however, changes will not be made until the beginning of each semester. Changes made by the Registrar will appear directly on the rosters used by faculty, as well as communicated to other campus departments and offices as indicated on the request form.

To request a first name or legally changed name to be used on a student ID, students may contact the Office of Safety and Security to print a new card or update a current ID card. Unless the student has lost their original ID, there is no fee to update the ID card. Student IDs with first names other than legal names cannot be used as legal identification. Only one ID per student will be issued at a given time.

To request a change in a KCAI email profile to reflect a your first name, please visit <https://mykcai.kcai.edu/ICS/>. Please note you MUST log in to MyKCAI and click on the Technology tab to access this information.

Change in Legal Name

Students may change legal names only if a legal document showing the new name/name change documentation is submitted to the Registrar. Examples of accepted documents include a Driver's License, a Passport or a Permanent Resident Card, Marriage Certificate, a Court Order documenting a name change, voter registration, a social security card, and/or bank documents.