



Name of Policy: Campus Name
Source: Academic Affairs and Student Affairs
Date Revised: July 2020, reviewed July 2021
Form to Complete: N/A

**Policy:**

Campus names are non-legal first names designated by students. A student’s campus name will appear on class rosters, the student portal and the college student data system. Only administrators with a legal need to know will have access to the student’s legal first name. Examples of where legal first names 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 campus names that will not be approved:

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

At KCAI we do our best to educate the campus community about campus name and pronouns; however, this service should not be construed as a contract that the campus name and pronoun will be used by KCAI employees/representatives at all times. It should be noted that the ability to designate a campus name 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 can provide a campus name upon application to KCAI.

Students can request a change of campus name through their MyKCAI portal.

To request a change of campus name on their student ID card, 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 campus names other than legal names cannot be used as legal identification. Only one ID per student will be issued at a given time.

Students can request a change to their email profile to match their campus name by contacting the KCAI Helpdesk.

### **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.