

**TITLE: REGISTERED NAME AND/OR GENDER CHANGE(S) PROCEDURE**

**Date of Approval: June 16, 2016**

**Mandatory Review**

**Approved By:  
Office of the Registrar**

**Effective Date: June 16, 2016**

**Date:  
June 16, 2019**

**1. Purpose**

This procedure outlines the process for a Student to make change(s) to their Registered First and Middle Name, and Gender. This procedure supports the Student Information Policy, which sets out standards for the confidentiality and access of Student Information (as defined below) to better protect student privacy in accordance with the Ontario *Freedom of Information and Protection of Privacy Act* (“FIPPA”) and the *Personal Health Information Protection Act* (“PHIPA”).

**2. Scope**

This procedure and related policy apply to Student Personal Information in the custody or under control of Sheridan.

**3. Definitions**

- a. **Gender** means an individual’s self-identification of their internal and/or individual sense of being male, female, both, neither, or anywhere along the gender spectrum. An individual’s self-identified and/or preferred Gender may be the same as or different from that which was assigned at birth.
- b. **“Personal Information”** is defined in FIPPA and means recorded information about an identifiable individual, including,
  - information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
  - information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
  - any identifying number, symbol or other particular assigned to the individual,
  - the address, telephone number, fingerprints or blood type of the individual,
  - the personal opinions or views of the individual except where they relate to another individual,

- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- the views or opinions of another individual about the individual, and
- the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

**c. "Pre-Registration Student Record":**

Prior to registration, the following comprises a Sheridan applicant's Pre-Registration Student Record:

- a) Application form, supporting documentation and template admissions correspondence;
- b) Record of changes to program choice(s);
- c) Record of changes to Personal Information;
- d) Fee payment receipts;
- e) Assessment Centre and program admission assessments;
- f) Any written authorizations by Student for release of specific information to designated third parties;
- g) Letters from sponsors;
- h) Records of visa status.

Once the Student registers with Sheridan, the above record becomes the current record.

**d. "Record"** means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- Correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof;
- Any record that is capable of being produced from a machine readable record under the control of Sheridan by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution, or to which the institution can reasonable gain access; Email records, including additional/forwarded copies; subject to the above.

**e. "Recorded Name and Gender"**

The Recorded Name (First, Middle and Last) and/or Gender are those provided by the Student on the application form for admission in their Pre-Registration Student Record.

Sheridan will consider a request from a student to change their Recorded First and Middle Name and/or Gender. The Recorded First and Middle Name and Gender on the Registered Student Record may be different from that initially recorded on the Student's Pre-Registered Student Record if the student has completed the procedure to change their Recorded First and Middle Name and/or Gender.

Only the most recent name utilized by Sheridan will be disclosed on transcripts, diplomas and class lists, e-mail, OneCards, and Learning management systems.

Any Student's request to change their Recorded First and Middle Name and/or Gender on the Registered Student Record changes only the information for Sheridan administrative purposes and does not make any formal legal changes. The Official Registered Student Record will disclose all names and information recorded and approved while applying to or studying at Sheridan.

**f. Primary and Preferred Name**

There are two types of Registered Names - Primary and Preferred. When a student requests a name and/or gender change, a new effective dated record will be created in our SIS and both the Primary and Preferred names will be updated accordingly. An audit trail of these changes will be maintained in our SIS supported by the application requesting the change.

**g. "Registered Student Record"**

While Students are registered at Sheridan, the following comprises their Registered Student Record in electronic and paper media, various portions of which are held by Sheridan's Office of the Registrar:

- a) Everything contained in the Student's Pre-Registration Record;
- b) Record of changes to Personal Information;
- c) Record of all changes to Recorded First and Middle Name and/or Gender approved while applying to or studying at Sheridan;
- d) Record of registration and changes to registration;
- e) Record of grades received and status assigned;
- f) Record of final grade reviews and academic appeals, and outcome record of official withdrawal;
- g) Documentation maintained by the Office of the Registrar in the Student Information System concerning student status, and/or any correspondence pertaining transactions related to financial aid and/or appeals, which is subject to Sheridan's established retention schedules
- h) Record of financial assessment and payment of fees and penalties;
- i) Record of sanctions and/or encumbrances
- j) Record of graduation, credential awarded, date of completion and conferral date;
- k) Written authorizations by student for release of specific information to specified third parties;

Registered Student Record does not usually contain information which comes within the definition of "personal health information" as set out in section 4(1) of the Ontario Personal Health Information Protection Act, 2004 ("PHIPA"), as amended. An exception is if a student voluntarily submits such health information in support of a request for a back-date withdrawal and or/deferral admission.

Any counseling records, disability-related documentation, record of health-related condition of a confidential nature, or information collected by Sheridan which otherwise comes within PHIPA's definition of "personal health information" will be maintained by the appropriate Student Services area, as applicable.

Records from other institutions are part of a Student's admission records and/or as part of prior learning and credit transfers from prior institutions. Government legislated reporting includes the reporting of prior institution attended and use of credit transfer.

h. **"Student"** means any person who:

- is currently enrolled in a course or program at Sheridan (whether or not that person has registered yet); or
- was enrolled in a course or program at Sheridan.

i. **"Student Information"** includes any Record which is either contained in the definition of Registered Student Record held by the Office of the Registrar or which otherwise comes within the meaning of Personal Information, as defined in Sheridan's Privacy Policy.

#### 4. **Procedure for Change(s) to Recorded Name and/or Gender**

A Student wishing to make any change(s) to their Recorded First and Middle Name and/or Gender should proceed with the following steps:

1. Read and understand the related *Student Information Policy* regarding implications of the requested change(s).
2. Complete and sign the *Name and/or Gender Change Form* to acknowledge that the Student has read and accepted the terms, and understands the implications of their requested change(s).

The Student should return the *Name and/or Gender Change Form* to the Manager, Office of the Registrar to proceed with the requested change(s). Please note, the diploma includes First, Middle and Last Name.

3. The Student will be asked to provide the Office of the Registrar Manager with their One Card and/or government-issued photo identification to verify their identity. The Manager, Office of the Registrar will assess whether or not a change to the student's email address (which is truncated on their first and last name) is required, and will make such arrangements through Information Technology. The Manager will also remind the student that First, Middle and Last Name appears on the diploma.

4. The Student will receive confirmation from the Office of the Registrar by email once the requested change(s) to their Registered Name and Gender have been processed.
5. In the event that a Student's One Card needs to be adjusted to reflect the new name, the Office of the Registrar Manager will provide information directly to the One Card Manager to facilitate this process.

A Student Advisor at the Student Services Centre may be available to review the procedure and related policy with a Student regarding making change(s) to their Recorded First and Middle Name, and/or Gender on their Registered Student Record.

Gender and non-legal name changes shall be completed by a senior administrator in the Office of the Registrar.

The Office of the Registrar will work with Finance and Financial Aid related to the production of related tax receipts (T2202a and T4as), bursary or refund cheques. If a Student has not legally changed their Registered Name, any official documentation for taxation purposes, as set by the Canada Revenue Agency, shall use a Student's formal legal name as recorded on the Registered Student Record.

## **5. Related Documents**

[Informal Requests for Information Procedure](#)

[Guidelines Governing the Release of Student Information](#)

[Notice of Collection and Use of Personal Information](#)

[Privacy Policy](#)

[Student Information Policy](#)

[Name Change Request Form \(Non-Legal\)](#)