

STATEMENT CONCERNING CHANGE OF STUDENT PERSONAL INFORMATION IN OFFICIAL ACADEMIC RECORDS

The accuracy of students' academic records is fundamental to the integrity of the College's academic mission. It is important that the College's records identify individual students' achievements accurately and can authenticate that transcripts are those of the student or alumna named.

While it is usual for the College to require the student's formal legal name to be used on its official academic records, the College considers a request from a student to change the name and/or gender on their record. The College must balance its duty to protect the integrity of the academic process and records with the student's interest in using a name that may differ from their formal legal name but that is consistent with their identity.

1. When a student applies for admission, the name and gender recorded in the College's academic record are as provided on the application for admission.
2. Students may request a change of name and/or gender recorded and used by the College in their official academic record. In dealing with requests for changes, the College requires the student to establish and authenticate his/her identity. The College advises the student that where the name on the academic record is not the formal legal name of the student, future employers, licensing bodies, or other educational institutions may require proof that the transcripts and diplomas are the legitimate academic records of the individual submitting them; such proof is the student's responsibility.
3. The permanent official academic record includes all names recorded and approved while a student is enrolled, and after graduation if a name change request is accepted after graduation. Only the most recent name accepted by the College is disclosed on transcripts and diplomas. Gender, which is collected and recorded for statistical purposes only, is not disclosed on transcripts or diplomas.
4. The College typically accepts requests for change of name following graduation but such a request will be considered where supported with appropriate documentation.
5. The Registrar's Office provides guidelines reflecting these principles concerning changes of name and gender to academic divisions seeking guidance.
6. The College supports access to and privacy of student personal information in keeping with its commitment to the requirements of Ontario's Freedom of Information and Protection of Privacy Act (FIPPA).
7. A form outlining the process steps to request a name and/or gender change within a student record can be found at this link:
<http://www7.algonquincollege.com/ro/Forms/GenderExpressionAndGenderIdentityForm.pdf>