Agnes Scott College
Student Name Change Policy

Agnes Scott College recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the college will make every effort to use a student’s preferred first name.

Please note that some records may require the use of legal names only, such as federal and medical documentation. The following list indicates specific conditions governing the use of a student’s preferred name (this list may not be representative of all of the places where a student’s name may appear).

Legal Names

In order to change the name on your official college records such as transcripts and employment records, you must legally change your name. A legal name change is recognized by submitting a social security card, passport and/or government issued visa. If you are a graduate, you can also request an updated diploma with your current legal name. Although your name will be changed on all documents, your prior name will continue to be listed as a previous identity in the college’s database in order to ensure that any searches of your former name will access the correct files.

Graduation

For graduation, you will be asked to provide one name to be used on your diploma, in the commencement program and for announcing purposes on the day of graduation. You may indicate on this form whether you wish to use your legal first name or your preferred first name.

ID cards

We understand that it may be important to you for the college identification card to reflect your preferred name. You can obtain a new ID card with your new name if you have registered your legal name change or preferred first name with the Office of the Registrar. ID cards are produced in ITS Walters ground floor; the standard replacement fee is $15. You must bring a copy of your name change form from the registrar’s office in order to process this request.
AscAgnes, Moodle and OPD

AscAgnes and Moodle are online services that students use to access various types of information. Preferred first names will be listed along with your legal names on AscAgnes for class rosters and grading rosters used by faculty members. For Moodle, preferred first names will appear with legal first names.

The Online Phone Directory (OPD) is an on-campus service that can be accessed by anyone with a valid Agnes Scott network account. In order to ensure that your correct contact information can be found, your legal first name as well as your preferred first name (if you have indicated one) will be listed in OPD. You can, at any time, opt out of OPD by completing the Online Phone Directory Data Exclusion Request form in the Office of the Registrar. You have the choice of either including both names or opting out of OPD entirely.

Classroom and Letters of Recommendation

Members of the faculty and staff are encouraged to ask students which names and pronouns they would like to use in the classroom and in letters of recommendation. The Gué Pardue Hudson Center for Student Engagement serves as a resource for education, support, questions or concerns for all students, faculty and staff.

Family Educational Rights and Privacy Act (FERPA)

If you would like to prevent any of your information being released for any reason, you may opt out by completing a Total FERPA Block with the Office of the Registrar. This means that your name, address, phone numbers, campus e-mail, ID photograph, date and place of birth, major, enrollment status, dates of attendance, degrees awarded, honors received, previous schools attended, and participation in activities will not be released. A total FERPA block means that this information cannot be released to anyone, including potential employers or loan companies seeking to verify your enrollment.