MassBay recognizes that members of our community may wish to identify themselves with a first name that differs from their legal name. The College’s preferred name policy strives to support self-identification and believes a preferred name can and should be used wherever possible in the course of College education. Students may use a preferred first name wherever a legal name is not required.

- Student ID cards (student must visit the OneCard office to request an updated ID card)
- Email *display* name (assigned email address will not change but *display* name will read as preferred first name)
- Class rosters and advisor lists
- Blackboard
- Diplomas (students will be able to select preferred name when applying to graduate)
- Honors, Awards and recognitions

A student’s legal name shall be used on all College documents, systems, and communications external to the College and/or where a legal name is required. Examples include but are not limited to:

- Financial aid records
- Student accounts records
- Official transcripts
- Student directory information
- Health records
- Interactions with government agencies

Once a preferred name has been added, that name will be used by the College until the student withdraws their request. If the use of a preferred name is for improper use, such as misrepresentation or attempting to avoid a legal obligation, a student may be subject to disciplinary action, up to and including expulsion. The college reserves the right to modify or reject preferred first names that are offensive or use derogatory language and may be subject to disciplinary action.

A change to a students preferred first name does not change a students legal name. To change your legal name on all College records, please complete the Legal Name Change form. A court order or other acceptable legal documentation is required.

**LEGAL NAME:**

First Name: ___________________________ Last Name: ___________________________

MassBay E-mail: ___________________________

Student ID Number: ___________________________

**PREFERRED FIRST NAME:** ___________________________

Signature: ___________________________ Date: ___________________________

Student may submit this form in person to the Enrollment Center or electronically to Registrar@massbay.edu. If submitted electronically, email must come from the student’s MassBay email address only.

Revised 12/8/22