

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

Date of Approval: July 11, 2019

Mandatory Review

Approved By:

Effective Date: July 11, 2019

**Date:
June 2022**

Office of the Registrar

1. Purpose

This procedure outlines the process for a Student to make non-legal change(s) to their Registered First and Middle Name, and Gender. This procedure supports the Access and Release of 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 or Registered Student Record as defined below.

- 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:** Refers to the Recorded Name (First, Middle and Last) and Gender provided by the Student on the application form for admission in their Pre-Registration Student Record or in response to a request by the student to change their Recorded First and Middle Name and/or Gender on the Registered Student Record.

- f. **Registered Name Types:** Sheridan maintains two types of Registered Names, referred to as the Primary and Preferred name types. The Primary name type is the legal name of the Student and the Preferred name type is the name preference identified by the Student on their application to Sheridan. When a student requests a name and/or gender change on their Record, a new record will be created in our Student Information System (SIS) and both the Primary and Preferred first and middle 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:
 - i. Everything contained in the Student's Pre-Registration Record;
 - ii. Record of changes to Personal Information;
 - iii. Record of program and course registration and all changes associated with these records;
 - iv. Record of grades received and academic status assigned;
 - v. Record of final grades;
 - vi. Record of academic appeals and decisions; and
 - vii. Record of official program withdrawal;
 - viii. Documentation maintained by the Office of the Registrar in the Student Information System concerning student's enrolment status pertaining to transactions related to financial aid and awards;
 - ix. Record of financial assessment and payment of fees and penalties;
 - x. Record of sanctions and/or encumbrances;
 - xi. Record of graduation, credential awarded, date of completion and conferral date; and
 - xii. Written authorizations by student for release of specific information to specified third parties;

The Registered Student Record does not usually contain information which falls 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. If a student voluntarily submits such health information in support of a request for a back-date withdrawal/reversal of charges appeal and or a deferral admission, this information will be stored as part of the Registered Student Record.

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 may also be kept as part of a Sheridan Student Record if they form part of a student's admission application, credit transfer process or prior learning assessment. To comply with Government legislated reporting requirements, Sheridan must report on student's prior institutions attended and their use of credit

transfer.

- h. Student:** means any individual who is admitted, enrolled, or registered for study at Sheridan. Individuals who are active in a program, but not enrolled in classes for a particular term (e.g. on vacation or coop term) are considered to have a continuing student relationship and are included in the definition of Student.
- 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 Access and Release of *Student Information Policy* regarding implications of the requested change(s).

An Advisor in the Centre for Student Success is available to review the policy, procedure and related documents with a Student regarding making change(s) to their Recorded First and Middle Name, and/or Gender on their Registered Student Record.

2. Complete and sign the Biographic Change Request Form (Non-Legal) to acknowledge that the form has been read, accepted and that the terms, conditions and implications of the requested change(s) are understood.
3. As a result of COVID-19, the Student is to email the Biographic Change Request Form (Non-Legal) to Linda Chan, Assistant to the Registrar at the following address linda.chan1@sheridancollege.ca. An assessment will be made as to 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 student will be reminded of the following:

- Middle Name appears on the credential.
 - A new application at OCAS may revert the name displayed in the SIS back to the legal name and the student will need to alert the manager of the need to adjust the record back to their non-legal name/gender change.
 - Any official documentation for taxation purposes, as set by the Canada Revenue Agency, shall use a Student's formal legal name.
4. The Office of the Registrar will process the requested change(s) in the Student Information System (SIS) updating both the Primary and Preferred name types and Gender by adding a new effective dated row of data.

5. The Office of the Registrar will notify the LMS Manager/SLATE administration that a change to a specific student's First name is required.
6. The LMS Manager will process the requested change to the First name.
7. 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.
8. 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.

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

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

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

[Access and Release of Student Information Policy](#)

[Informal Request for Student Information from Individual and Third Party Procedure](#)

[Informal Requests for Information Procedure](#)

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

[Privacy Policy](#)