

Policy Title: Student Names – Official Record

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	June 23, 2011	Effective date:	June 23, 2011
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	March 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	No change

1. POLICY

1. All official student records will bear the legal name of the student.
2. Changes to the official name must be supported by appropriate legal documentation.
3. The name to appear on a CMCC diploma will be consistent with the name in the official student record.

2. PURPOSE

To ensure the integrity of the official student records and the reputation and academic integrity of CMCC.

3. SCOPE

All students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Duplicate Diploma

6. DEFINITIONS

For Canadian citizens, legal name is that name by which a person is registered at birth or that name which the individual has assumed via a legal change, for example, marriage or official change of name.

For non-Canadian citizens, legal name is that name which is provided on a passport or on immigration documents acceptable under Canadian laws.

The following are considered legal documentation:

1. birth or baptismal certificate
2. marriage/separation/divorce documents
3. passport and immigration documents – study permit or Permanent Resident Card – issued by a Canadian Government office
4. a valid change of name certificate
5. a Statutory Declaration form

New Policy Approved (date):	June 23, 2011
Policy Revision History (dates):	

-----**END OF POLICY**-----

7. PROCEDURES

Any request for a change of name by way of alteration, deletion, substitution or addition made by currently registered or former CMCC students must be made in writing to the Registrar and supported by appropriate legal documentation.

New Procedure Approved (date):	June 23, 2011
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8. ATTACHMENTS

None.