

DRAFT FOR CONSULTATION

POLICY OF SENATE

STUDENT NAMES

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Nex Policy Review Date:	XXXX
Responsible Office:	Office of the Registrar

1. Purpose

Ryerson University (the “University”) requires that students use their legal name on all legal records and official documents. All official documents produced by the University for external use, such as but not limited to transcripts, parchments, and enrolment confirmations, will state the full, legal names of students.

For this reason, the University requires students to provide a complete and accurate legal name on their application for admission and/or other University owned application processes. As the University is committed to the proper protection and integrity of student records, requests to change a legal name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

The University is committed to fostering an environment of inclusiveness and supporting students' chosen form of self-identification and recognizes that students may choose to use names other than their legal names to identify themselves.

Students may therefore choose to be identified in the Student Administration System by their chosen first name that they would like to be addressed by at the University.

2. Application and Scope

This policy applies to all undergraduate, Yeates School of Graduate Studies, Lincoln Alexander School of Law and G. Raymond Chang School of Continuing Education students at the University. The policy will provide clear definitions for and the use of the legal name and the chosen first name.

The Policy supports the process for altering, deleting, substituting or adding a legal name or a chosen first name to a student’s academic record.

The Policy will outline the use of a chosen first name on the student record and where the chosen first name will display.

3. Definitions

Legal Name (First and Last Name) – the name under which an individual is registered at birth or the name which the individual has assumed via change (i.e. official change of name, marriage). This includes Indigenous peoples who reclaim and use their Indigenous name. For non-Canadian citizens, the legal name is the name registered with the ministry responsible for immigration in Canada and found on their immigration documents and passports.

Primary Name Type – Name Type in the Student Administration System. The Primary Name Type contains the student's official legal name. The Primary Name Type is used on all official University documents.

Chosen Name (First Name) - An individual's chosen first name is the name the individual would like to be addressed by.

Preferred Name Type - Name Type in the Student Administration System. The Preferred Name Type will reflect the student's chosen first name (if submitted) and will display for specific internal purposes.

Government Issued Photo Identification – documentation issued by an official government agency with authority that includes the individual's photo image.

Statutory Declaration - A statutory declaration is a written summary of facts which the declarant solemnly states to be true before signing the document. Statutory declarations may be used to declare something to be true when no other evidence is available and must be witnessed by a commissioner of oaths, justice of the peace, attorney, barrister, solicitor, notary public or some other designated official.

Student Administration System - information management system used to manage student data and student academic records. This system includes self-service functionality to manage student activities related to academic, financial, and personal information (RAMSS)

RAMSS - Ryerson's Administrative Management Self Service - the student-facing self service portal for the University's Student Administration System that includes functionality such as enrolling in courses, viewing student schedules, financial information, personal information, grades and academic standings, and tracking curriculum requirements and progress towards graduation

4. Values and Principles

4.1. Senate Policy Framework

The values outlined in the University's [Senate Policy Framework](#) are applicable and fundamental to this policy.

The University respects the importance of accuracy and integrity with respect to students' official academic records. It is recognized that student records are an important source of information. The governance of these records requires strong controls to be in place surrounding the alteration of a person's name.

The Office of the Registrar is responsible for ensuring student records and official transcripts are a true reflection of students' academic abilities, accomplishments and legal identity.

The Office of the Registrar is committed to creating an environment where all individuals are treated with respect and dignity, and supporting all students to reach their academic potential including by facilitating the use of students' chosen form of self-identification.

5. Identity Management

The student record is created and assigned a unique identifier, the Student ID number.

Names are maintained in the Student Administration System according to protocols and guidelines established by the Student Records Office, Office of the Registrar.

The student record connects academic achievement with the person. The person is represented by the legal name. In some cases, if provided by the student, a chosen first name may be displayed rather than a legal name for internal university purposes.

5.1 - Admission/First Registration

The student record is created using the information provided at the time of application.

All applications for admission and/or registration purposes must clearly include the complete legal name.

For Canadian Citizens, the legal name is defined as that name by which they were registered at birth or the name which the individual has assumed via change (i.e. marriage, official change of name).

For those who are not Canadian citizens, the legal name is the complete name that appears on their passport and/or immigration documents.

In all instances, the name provided should consist of a last name and at least one given name.

5.2 - Student Administration System – Name Usage and Display

The student record in the Student Administration System reflects the complete legal name as provided by the student on the application for admission, first request for registration or from personal data change form submissions.

The student record will carry the current name of the student and will include a history of all former names.

In those instances where more than one name is maintained on the system only the most current name on file will appear on documents produced for external purposes.

In some cases, a chosen name (when provided by the student) will display instead of the legal name, on some internal university lists and reports and for internal purposes.

5.2.1 Name Types in the Student Administration System

5.2.1.1 Primary Name Type

The Primary Name Type is the official name on the student record and contains the student's legal name. The legal name consists of a last name (surname) and a first name; it may also include a middle name or middle initial.

Primary Name Type is used on all official university documents, including:

- Official Transcripts
- Graduation Award Documents (i.e. parchments);
- Financial Aid documents and processes;
- Enrolment and Degree verification documentation;
- Legislated Reporting to Ontario's Ministry of Colleges and Universities (MCU);
- Identification Cards (OneCard)
- Offers of Admission
- Letters of Acceptance for International Students (LAIS);
- Other records where the legal name is required by law or university policy

For students that apply to graduate, the Primary Name Type of potential graduates will be confirmed in the Student Administration System.

The name which is put forward to the Senate of the University for approval to graduate, and which appears on the graduation award document, shall be consistent with the Primary Name Type in the Student Administration System.

5.2.1.2 Preferred Name Type

As an inclusive community, the University acknowledges that members may use a first name other than their legal name to identify themselves.

The Preferred Name Type is comprised of the chosen first name that a student wishes to be known by in the University community and the legal last name

Preferred Name Type is used on university internal documents and for internal purposes such as:

- Class Rosters
- Grade Rosters
- Identification Cards (OneCard)

- Across internal university systems where available (i.e. Learning Management System). See Procedures Section 6 for details. Note: In the case of a student who is also a university employee, information transferred from other university systems such as the human resources systems may impact chosen name display outside of the Student Administration System

Faculty and staff are expected to facilitate the use of the chosen name.

The University will not accept a chosen first name that is vulgar or offensive, obscene or creates confusion of the individual with another person and reserves the right to question a chosen name if it appears it is being used inappropriately and/or for misrepresentation.

5.3 - Name Changes

5.3.1 Primary Name Type Changes

It is the student's responsibility to notify the university of any name changes or corrections to their legal name.

Any requests to change all or part of a legal name on the student record by way of alteration, deletion, substitution, or addition must be supported by originals or certified true copies of official documents verifying the correct information at the time the request is made. Requests for changes to the legal name on a student record will only be processed with appropriate documentation to substantiate the change.

5.3.2 Primary Name Type Changes for Transgender, Gender Transitioning and Gender Non-Conforming Students

The University recognizes that students are most successful when they feel safe, secure and comfortable at school and acknowledges that updating their student record to reflect their identity is important for many transgender, gender transitioning and gender non-conforming students.

In order to request a change to the Primary Name Type, Statutory Declarations may be filed by those wishing to assume a name but have no legal documentation supporting their usage of the new name. For complete details, see Procedures section 3.

5.3.3. Preferred Name Type Changes for Current Students

Students may choose to enter a chosen first name on their application for admission.

Current students may request to add or modify their chosen first name to a name that is different from their legal first name.

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PROCEDURES for Policy 172: Student Names

1. Procedures for Primary Name Type Change

Requests for a change or correction to the legal name on a student record must be submitted to Student Records in the Registrar's Office using the [Personal Data Change Form](#) and must include applicable supporting documentation. This must include two of the following accepted forms of Government-Issued Identification, with at least one being a piece of Government-Issued Photo Identification:

- Canadian Passport
- Driver's License
- Birth Certificate
- Canadian Citizenship card
- Permanent Resident card
- Marriage Certificate
- Change of Name Certificate
- International Passport
- Certificate of Indian Status

Requests to change the legal name on a student record cannot be submitted online through RAMSS.

All requests for change of name and copies of the supporting documentation will be retained permanently to the student record.

Where an individual's legal name is a single word, the name will be stored in the student information system's first name field with the standardized designation of '.' (period) stored in the last name field.

If only an initial for the first name and/or middle name is provided, it will be followed by a '.' (period) when updated to the student record (e.g. A. Smith or Al J. Smith)

1.1 Reclaiming Indigenous Names

Immigration, Refugees and Citizenship Canada (IRCC) [has launched a process](#) for Indigenous peoples to reclaim their Indigenous names on identity documents.

Students who have reclaimed their Indigenous name may request a change to the legal name on their student record following the general procedures for Primary Name Type

changes and submit the updated documents displaying their reclaimed Indigenous name as supporting documentation for their [Personal Data Change Form](#).

2. Procedures for Preferred Name Type Change

Students can submit their chosen name change request online via their Student Center in the Profile section under Personal Details.

3. Procedures for Primary Name Type Changes for Transgender, Gender Transitioning, and Gender Non-Conforming Students

Transgender, gender transitioning and gender non-conforming students who have not legally changed their name and wish to update the Primary Name Type on their student record to a name that is different from their legal name, may submit the [Student Records Statutory Declaration Form for Change of Name](#) as supporting documentation for their [Personal Data Change Form](#). Declarations for Change of Name must be witnessed, signed and sealed by a Commissioner of Oaths (generally lawyers and Notaries Public)

- In Section B: Reason for Personal Data Change, check the box marked Transitioning/Gender Identity & Expression – without Official Name Change.

Transgender, gender transitioning and gender non-conforming students who have legally changed their name may follow the general procedures for Primary Name Type Changes and submit their Change of Name Certificate and/or other government-issued ID showing the updated legal name as supporting documentation. In this case, students may select Official Name Change as the reason for Personal Data Change and do not need to disclose their gender identity or transition.

All requests for change of name and copies of supporting documentation, including the Student Records Statutory Declaration for Change of Name, will be permanently retained to the student record.

4. Procedures for Primary Name Type Change for Former Students and Alumni

Former students and alumni may request a change to the legal name on their student record if they have made an official name change and have an official Legal Change of Name Certificate. Requests for an official name change may be submitted to Student Records in the Registrar's Office using the [Personal Data Change Form](#) and providing the Legal Change of Name Certificate and an accepted form of government-issued photo ID as supporting documentation following the same procedure as current students.

In those instances wherein the individual has graduated, the following procedures must be followed:

Any request for a new graduation award document (parchment) in a new name should be preceded by the completion of an official name change request to the legal name through Student Records. Requests for a new graduation award document will only be considered after the name change has been processed and is reflected on the student record in the Student Administration System.

Graduates may be required to return the original award document or to attest in writing to the loss or destruction of the document.

All requests for change of name from former students and copies of supporting documentation will be permanently retained to the student record.

5. Procedures for Primary Name Type and Preferred Name Type Changes for Instructors/Lecturers

If an instructor/lecturer is also a current or former student and has a student record in the Student Administration System, changes to their legal and/or chosen name on their student record will follow these same policies and procedures.

6. Details of Preferred Name Type Usage

In addition to class rosters and grade rosters in the Student Administration System, Preferred Name will be used across university systems for internal purposes where available.

*Additional uses will be added as technical details are confirmed:

- Learning Management System (D2L Brightspace)
- Zoom
- Google Suite