



# Procedure for Student Name Changes

## Legal Name Changes

A student obtaining a legal name change or legal gender marker change should communicate directly with the Registrar's Office in order to update their personal records at the University. Proper legal documentation will be required before making any changes to University records.

- George Swindoll, University Registrar: The Administration Building, [gswindol@sbu.edu](mailto:gswindol@sbu.edu), 716-375-2022

## Chosen Name Changes

While certain University records can only be changed with a legal name change, students wishing to change their chosen name because it is critical to their identity but have not obtained a legal name change have the following options:

1. A student can change their chosen name in their profile on Colleague Self-Serve (aka "Student Planning"). The Student Planning link is on My.SBU in the Academic Resources section. If a student changes their chosen name, the chosen name will display on faculty course rosters, academic advising rosters, and other areas of the Colleague system.
  - a. This will not change how a student's name appears in email, Moodle, etc.
  - b. If a student changes their chosen name in Colleague Self-Serve after the semester has already begun, faculty and staff would not be aware of the change unless they happened to download a new roster.
2. A student may also request their chosen name to appear in other areas of the University including housing rosters, Moodle, email, ID cards, etc. In order to streamline the process and provide students with more efficient and confidential assistance, the University has established contacts that can help a student wishing to change their chosen name. The following staff member will initiate communication with other offices and faculty on the student's behalf:
  - a. George Swindoll, University Registrar: The Administration Building, [gswindol@sbu.edu](mailto:gswindol@sbu.edu), 716-375-2022