

Kankakee Community College

Student Chosen Name Procedure

Kankakee Community College (“KCC” or “college”) recognizes that students may want to use a chosen first name rather than their legal name. For this reason, KCC has adopted the following procedure to enable students to designate a chosen name to be used in the course of KCC business and education, except where use of the student’s legal name is required by law or college policy. This procedure may be updated or amended as the college deems necessary.

I. Procedure For Designating Chosen Name

KCC students may opt to put their chosen name on the KCC student application. For those who wish to change their chosen first name only after completing their student application, the request must be made in the Office of Admissions and Registration. KCC students may fill out the Change of Personal Information form to change their first name only. Forms are available at the Admissions and Registration Office, located on the 2nd floor in Student Affairs on KCC’s main campus. Forms must be submitted at the Admissions and Registration Office. Changes will take place within 7 business days.

II. Use of Chosen Name on College Records

Where a student designates a chosen first name, the chosen first name will be used for these college records:

- KCC Student ID
- CANVAS learning management system
- Class and grade rosters
- Student Self-Service
- Library Information System
- Other college-wide systems that have a chosen name field available
- Username/email address

The student’s legal name will continue to be used for official college records including, but not limited to:

- Verification requests
- Unofficial/Official transcripts
- Student billing
- Employment documents
- Payroll records
- Tax documents
- Financial aid documents
- Electronic Signature for Patient Documentation at Clinical Sites
- KCC Police Reports
- Scholarship documents
- Third-party data reports (i.e., National Student Clearinghouse) where use of the legal name is required
- Diploma (unless otherwise stated on the petition to graduate forms).

III. Chosen Name Limitations

A student may designate or change their chosen first name no more than once per academic year. In addition, KCC reserves the right to deny a request for designation of a chosen name where the requested name is, or appears to be, discriminatory, harassing, or used for attempted fraud or misrepresentation or to avoid a legal obligation.

A student may appeal a denial of a chosen name request by submitting a written appeal to the director of Enrollment Services within ten (10) business days of the denial. If a written appeal is not received within the required ten (10) business day timeframe, the right to appeal the denial is automatically waived.

Upon receipt of a written appeal, the director of Enrollment Services will review the denial and the basis for the denial. After the review, the director of Enrollment Services will affirm, reverse, or modify the denial. The director of Enrollment Services will notify the student in writing of the appeal decision, which shall be final.

Designation of Chosen Name as Directory Information

In accordance with the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g, a student’s name, including their chosen first name, may be disclosed to the public as “directory information,” unless the student opts not to permit such disclosure. Students seeking to opt out of the public disclosure of directory information, in whole or in part, must submit a written request to the Office of Admissions and Registration.