

PERSONAL RECORD INFORMATION

ADMINISTRATIVE RULE NUMBER: E004

LAST APPROVED: April 7, 2009, April 2017

RELATED TO POLICY SERIES NUMBER: 500

GENERAL GUIDELINES: E004.1

Name change. The College maintains educational records under the student's full, legal name. Official documents such as transcripts will not be issued bearing any other name.

A currently enrolled student may change the name on his or her permanent academic record by presenting the appropriate documentation to the registrar. To correct the spelling or the proper sequence of the name requires a copy of the student's birth certificate, government issued photo identification or driver's license. To change the name, the student must present a request on a TBCC Name Change and a copy of the signed court order showing the new legal name. To assume the spouse's name following marriage, a student must present a request and a copy of the marriage certificate or updated driver's license. A student, who wishes to discontinue use of the married name and resume use of the original family name, or another name, must present a divorce decree or signed court order showing restoration of the original, or other name.

The College maintains student records under the name the student had when last enrolled. A former student may not change the name on his or her permanent academic record except by presenting a request and a certified copy of the signed court order showing the authorized name change.

Change of address and/or telephone number. The student must give correct local and permanent addresses and telephone numbers to the Office of the Registrar. Official correspondence is sent to the address last given to the registrar; if the student has moved and failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.