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## MASSASOIT COMMUNITY COLLEGE STUDENT POLICIES

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### Bathroom and Locker Room Use

All students may utilize bathroom or locker room facilities on campus that are designated as gender-neutral or that are consistent with a student's sincerely held gender identity. Use of a bathroom or locker room by any student for an improper purpose will result in disciplinary action, up to and including expulsion.

### Changing Biographical Data

The following process is followed when any student seeks to change his or her biographical data as provided and maintained in College records.

**Legal Name** – A student's legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to:

- Financial Aid records;
- Student Accounts records;
- Student Personally Identifiable Information;
- Student Directory information;
- Payroll records;
- Health records;
- Official transcripts;
- Federal immigration documents; and
- Interactions with government agencies.

In order for any student to change their legal name on College records, a student must present a certified copy of a court order or other legal document indicating a legal name change has been granted.

**Preferred First Name** – The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used *where possible*<sup>1</sup> in the course of College business and education.

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<sup>1</sup> For the availability of preferred first name on school records, please contact the Registrar's Office for further information.

Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards;
- Email and calendar entries;
- Class rosters and advisor lists;
- Learning Management Systems; and
- Diplomas, awards, and recognitions.

To request a preferred first name, a student should complete the *Preferred First Name Change Form* available in the Registrar's Office.

**Sex Designation** - In order for any student to change their sex designation in official College records, a student must provide a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, reflecting the change in sex.

*Updated April, 2018*