



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: STUDENT NAME CHANGE

Procedure No.	SS-202-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	SS-202	Effective Date	March 20, 2025

PROCEDURES

1.0 First Name Change

- 1.1 For implementation of a first name change, a student must fill out the Name Change form.

Specific conditions for a first name change will include but not be limited to:

- Change of first name only;
 - A maximum number of characters based on system capability; and
 - No special characters.
- 1.2 No Government documentation is required to verify the first name change.
- 1.3 Students are advised to contact sshelpdesk@cna.nl.ca or the Registrar's Office for questions regarding this process.
- 1.4 The Registrar's Office reserves the right to deny or remove a first name change if it is used for an inappropriate purpose including, but not limited to, offensive or derogatory language, misrepresentation, or avoiding legal obligations. First name changes may also be assessed for compliance with CNA policies under the Student Code of Conduct (SS-201).
- 1.5 For any occurrences where the Policy is not being recognized, students may contact the Registrar's Office to determine recourse.

2.0 Legal Name Change

- 2.1 Students are directed to pursue an official legal name change through the Government of Newfoundland and Labrador's [Digital Government and Service NL](#) prior to requesting a legal name change from College of the North Atlantic (CNA). Students should acquire the necessary Government issued documentation to request a legal name change with CNA.
- 2.2 For a legal name change, students log into PeopleSoft Student Services and select Name under Personal Details from the Student Self Service Module. The new legal name information can be added and submitted electronically to the Registrar's Office.
- 2.3 Government issued documentation showing proof of a legal name change, must accompany the request for a legal name change. Copies of the Government issued documentation will not be kept as part of CNA records.
- 2.4 Students are advised to contact sshelpdesk@cna.nl.ca or the Registrar's Office for questions regarding the legal name change process.

3.0 Responsibilities

- 3.1 All CNA community members are responsible for being respectful of students who have implemented a name change.
- 3.2 Students are responsible for the provision of necessary documentation for the CNA legal name change process.
- 3.3 Students, in conjunction with the Registrar's Office, will determine the need for internal communications regarding name changes to relevant CNA community members and the timelines associated with this notification process.
- 3.4 Students are responsible for informing external agencies, and resolving any discrepancies (e.g., email addresses), of any name change in accordance with the requirements of those agencies.
- 3.5 Students are responsible for reviewing supplemental documentation entitled, Student Name Change - Expectations.
- 3.6 The Registrar's Office is responsible for the modification, maintenance, and retention of student records in accordance with the Records and Information Management Policy (CS-323).

Approved by President	Approval History March 14, 2025
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