

**FROSTBURG STATE UNIVERSITY
REQUEST FOR CHANGES TO STUDENT PERSONAL DATA**

I. PURPOSE

The University will consider and process requests from students or former students for changes to name, social security number or gender.

II. POLICY

- A. A student or former student may make a request to change any or all of the following:
 - i. Name
 - ii. Social Security Number
 - iii. Gender
- B. Documentation acceptable to the University must be submitted pursuant to Section III below.

III. IMPLEMENTATION

- A. A student or former student must complete a Personal Data Update Form and Submit it to the Office of the Registrar. Appropriate documentation must accompany the form.
- B. Appropriate documentation includes:
 - i. For a name change: Government issued identification such as a U.S. birth certificate, driver's license, court order, marriage license, dissolution decree, passport, or permanent resident card. Note: The University will maintain the original name of a student or former student in its student records system. In the case of a former student, the University will place a notation on the transcript as follows: "Student is known as [new name]."
 - ii. For a change in social security number: A government issued social security card.

- iii. For a change in gender: Government issued identification such as a birth certificate, driver's license, court order, passport reflecting gender identity, or documentation from a medical professional and a qualified mental health professional. Medical and health documentation provided must include both of the following letters:
 - a. A letter from a physician administering hormone therapy and assisting with any plans for surgery. The letter must indicate the length of time the individual has been in treatment as well as a statement from the doctor explaining the treatment process and prognosis for favorable outcome.
 - b. A letter from a psychotherapist stating the length of time the individual has been in treatment, the length of time the individual has recognized the desire to live in the desired gender, and the length of time the individual has been living in the desired gender (both privately and publicly). The psychotherapist must summarize the individual's situation, the progress of treatment, the anticipated course of treatment, obstacles to be overcome, and prognosis. The psychotherapist's professional credentials, practice affiliations, and current license(s) should be clearly stated.

- C. Upon receipt of the Personal Data Update Form and appropriate documentation, the University shall consider the change request. In making its determination, The University may request that additional documentation be presented. The University retains the sole right to deny the request based on its evaluation of the documentation presented. A final decision will be made within ninety (90) days following receipt of all requested documentation.