

## LEARNER (STUDENT) NAME POLICY

Policy Category	Academic
Policy Search Name	AC – Learner (Student) Name Policy (2020)
<b>*Anishinabek Standard</b>	
<i>Place of Learning</i>	N/A
<i>Educators</i>	N/A
<i>Students</i>	<i>A. Students are well grounded in the Anishinabek heritage and traditions of Mnidoo Mnising.</i>
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	7/22/2020 Motion #042-2020
Effective Date	7/22/2020
Previous Versions	Date initially approved: 7/22/2020 Date of last revision: N/A

\*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

### 1.0 Purpose and Background

1.1 Kenjgewin Teg is committed to the integrity of its learner records.

1.2 As a result of Truth and Reconciliation Call to Action #17, the Ontario Ministry of Government and Consumer Services has implemented changes to help Indigenous people reclaim traditional names. Changes to Ontario laws also allow a birth to be registered with, or a person to have their name changed to, a single name. To be eligible, the single name must be in accordance with the person’s traditional culture. These changes are aimed at helping residential school survivors and their families reclaim traditional names. Service Ontario is waiving fees until January 2022 for residential school survivors and their families who are reclaiming a traditional Indigenous name, or an Indigenous person changing their name to a single name.

### 2.0 Definitions

“academic and/or skills program(s)”

for purposes of this policy, this refers to courses and programs where learner earn credits toward and/or achieve graduation status; this also includes skills-based programs where similar graduation requirements and

expectations have been identified as part of the program; e.g. dual credit, co-operative education and others that includes OSSD credits in the program; a post-secondary program from a college or university partner delivered by Kenjgewin Teg; a pre/apprenticeship skills program that identifies hours, work-placement, or others required for successful completion

“ekinoomaagasid” is the Mnidoo Mnising dialect/Anishinabemowin word that refers to all students or learners (Indigenous or non-Indigenous) of Kenjgewin Teg

“ekinoomaagasijig” is the plural form of *ekinoomaagasid*

### 3.0 Application

3.1 This policy applies to all ***ekinoomaagasijig*** of Kenjgewin Teg enrolled in an academic and/or skill-based program where a credential will be awarded.

### 4.0 Policy

#### Policy Objective

4.1 The objective of this policy is to ensure that a learner’s credentialled documents use their documented legal name when enrolled in an academic or skills program. This policy also responds to and supports preferences of learners who may be in the process of a formal and legal name change, which includes the process of a legal traditional name change.

#### Legal and Preferred Name

4.2 ***Ekinoomaagasid*** is required to provide on application or registration, as applicable, proof of their legal name.

4.3 A learner’s legal name is defined as that name by which they were registered at birth or that name which the individual has assumed via a change, for example, marriage or official change of name. Proof of legal name will be documented by one of the following:

- a) certificate of Indian Status
- b) driver’s license
- c) birth or baptismal certificate
- d) marriage/separation/divorce documents
- e) certificate of name change or a new birth certificate as a result of a legal name change
- f) passport
- g) immigration documents (study permit or permanent residency); the complete legal name for a learner who is not a Canadian citizen is that which is provided on their passport and/or immigration documents.
- h) in extenuation circumstances, a learner who does not have any of these forms of identification will attest and sign a declaration form attesting to their known legal name; in these extenuating circumstances, a member of the Student Wellness and Services team will

assist and/or seek assistance of other resource providers in obtaining at least one legal form of identification for the learner

4.4 A partner post-secondary institution's name change policies will apply for academic and skills programs delivered in partnership with Kenjgewin Teg.

4.5 Any requests for a change of name by way of alteration, deletion, substitution, or addition made by a currently registered learner must be made using the designated form, signed and supported with appropriate documentation.

4.6 The Registrar will maintain a photocopy of at least one form of identification provided by the learner (exception: health card), as part of their official record. If a learner provides an Ontario OHIP card as their proof of legal name, the Registrar will note and attest that they verified the legal name from the original form of identification; no copy of the OHIP card will be made.

4.7 ***Ekinoomaagasiid*** may request a subsequent legal name change different from that in the current record management system by providing an accepted form of documentation to substantiate the change is provided. Copies of the official name change document will be retained by the Registrar with the record system amended for the legal name change.

4.8 ***Ekinoomaagasiid*** may also designate a preferred name, other than their documented legal name, as their common and known name (e.g. a learner may prefer using their second name; or a learner may prefer their traditional name). The Registrar will record and ensure preferred names are known and provided for use in Kenjgewin Teg's place of learning.

4.9 The name that will appear on a learner's credentialled document will be the same as the recorded legal name in the learner's record at Kenjgewin Teg.

4.10 ***Ekinoomaagasiid*** may be in the process of a legal name change to a traditional name via the Ministry of Government and Consumer Services, which may not be received in time for graduation purposes; a learner may notify the Registrar of this pending change by completing a traditional name change form. Kenjgewin Teg will reissue or request a reissue of the learner's credentialled documents at no cost to reflect the legal name change. Proof of actual name change must also be provided to the Registrar.

4.11 A learner may also choose not to formally or legally change their name via the Ministry of Government and Consumer Services but may still want their traditional name included in the record management system of Kenjgewin Teg. A learner's legal name will continue to be recorded consistent with this policy, with the learner's traditional name also recorded. A learner may choose the option of having both their legal name and their traditional name included in their Kenjgewin Teg credentialled document (note: this applies to Kenjgewin Teg credentialled programs; any partner policies related to traditional names will apply).

**5.0 Roles and Responsibilities**

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg. The Vice President of Lifelong Learning is responsible for implementation of this policy, with the Registrar designated as a key position supporting implementation of this policy.

5.2 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

**6.0 Evaluation Date - 10/31/2022**

6.2 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<b>Related Legislation, Policies, Procedures, Guidelines and Documents</b>	Legislation: Reclaiming an Indigenous Name; see Service Ontario
<b>Policies Superseded by this Policy</b>	None
<b><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></b>	