

# GRCC Email Change Request

As part of the **Transgender Equal Opportunity Policy**, this form allows a student and/or employee, after having changed their preferred first name for use in some GRCC systems, documents and communications, to adjust their email to correspond to their preferred first name. The last name (surname) will remain unchanged.

Please complete this form and return, in person, to Kimberly DeVries, the Director of Equal Opportunity Compliance on the GRCC DeVos Campus, 100 Mable Engle Hall. A valid GRCC ID or State ID must be presented for documentation.

If you have questions, email [kimberlydevries1@grcc.edu](mailto:kimberlydevries1@grcc.edu) or call (616) 234-2120.

GRCC reserves the right to deny or remove a preferred name if it contains inappropriate or offensive language, or is used for the purposes of misrepresentation or fraud.

**Print all information clearly in the spaces provided. Incomplete forms may delay processing.**

## PERSONAL INFORMATION

GRCC ID Number: W \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Last Name (Legal): \_\_\_\_\_

First Name (Legal): \_\_\_\_\_

**A valid preferred first name is limited to alphabetical characters, a hyphen (-), and a space.**

**Examples:** Student email will be **[preferred first name][legal last name]@email.grcc.edu**.

Employee email will be **[preferred first name][legal last name]@grcc.edu**.

**Preferred First Name for Email:** \_\_\_\_\_

By providing your signature below, you understand that GRCC will continue to display your legal name in some GRCC systems, including GRCC official records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

