

# 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.

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

If you have questions, and are a student, please call (616) 234-4121. If you have questions and are an employee, please call (616) 234-3972.

## **Personal Information** (Please print clearly. Incomplete forms may delay processing.)

GRCC ID Number: \_\_\_\_\_ 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 **[preferredfirst name][legallastname]**@email.grcc.edu.

Employee email will be **[preferredfirstname][legallastname]**@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: \_\_\_\_\_

## **Submission Instructions**

A valid GRCC ID or State ID must be presented for documentation.

**Students must return this form in person, or via email to:**

Student Records  
GRCC Main Campus  
156 Raleigh J. Finkelstein Hall  
Grand Rapids, MI 49503-3295

Email: studentrecords@grcc.edu

**Employees must return this form in person, or via email to:**

Human Resources  
HRIS Specialist  
GRCC DeVos Campus  
2nd Floor, Administration Building  
415 Fulton St. East  
Grand Rapids, MI 49503-3295

Email: HR@grcc.edu