Functional Specifications

Chosen Name

First Draft: 07/25/2023

Last Updated: 07/25/2023

Revision History

Rev. #	Date	Name	Description of Changes
1.0	07/25/2023	Ruth Ramirez	Initial Draft
1.1			

* Note any changes within the document by adding your initials and the date in front of the change.

Project Information

Project ID #	(Assigned by IT)		
Summary	Implement Preferred Name and Gender Identity		
Date Started	07/25/2023	**Need by Date**	
College/District			
Department	A&R		

Contacts

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UAT Tester			
UAT Tester			

1 Overview

1.1 Summary of the Problem

The colleges do not have an aligned business process for allowing students to indicate their chosen name. With the growing diversity of our campuses, many members of the Grossmont – Cuyamaca Community College District (GCCD) identify themselves by a name other than their legal name. GCCCD recognizes individuals who chose names other than their legal first name to identify themselves for various personal and/or cultural reasons. To provide an inclusive and non-discriminatory environment, individuals should have the ability to use a chosen name.

There are also recent legislative changes in California that require GCCCD to operationalize chosen name.

SB 179 - commencing on September 1, 2018, would delete the requirement that a person have undergone any treatment to seek a court judgment to recognize a change of gender and instead would authorize the petitioner to attest, under penalty of perjury, that the request is to conform the person's legal gender to the person's gender identity and not for any fraudulent purpose.

AB 245 - Commencing with the 2023–24 graduating class, an institution shall provide an option for a graduating student to request that the diploma to be conferred by the institution list the student's chosen name. Commencing with the 2023–24 graduating class, an institution shall not require a graduating student to provide legal documentation sufficient to demonstrate a legal name or gender change in order to have the student's chosen name listed on the student's diploma.

AB 2315 - Existing law requires a community college campus to update a former student's records to include an updated legal name or gender if the institution receives government-issued documentation from a former student demonstrating that the former student's legal name or gender has been changed. This bill expands existing law to require community college districts to implement a process by which current students, staff, and faculty can declare an affirmed name, gender, or both name and gender identification to be used in records where legal names are not required by law such as:
- email addresses,
- campus identification cards
- class rosters
- transcripts
- Diplomas without a legal name change.

Districts should ensure that they have a process to comply with this bill ahead of the 2023-24 academic year.

Cuyamaca does not have a business process established and Grossmont is erasing name history in Colleague in efforts to not out the student.

1.2   Current Process

Students are able to enter a Preferred / Chosen Name on their CCC Apply, but the field is not mapped as part of the import application process.

Cuyamaca College does not have a process to allow students to select chosen name.

Grossmont allows students to select chosen name. A student must go to Student Health Services and meet with a counselor to have the Declaration of Gender Designation Change Form completed or submit a letter from a psychologist / psychiatrist indicating the student identifier with a different gender. The student attaches a form to the name change form and submits it to A&R.

A&R staff member reviews the form and updates the information in BIO.
- Delete name under "Name LFM"
- Write chosen name under "Name LFM"
- Delete "Other LFM" – this name field is deleted to protect the student as this name field is mapped for the unofficial transcripts. Record is maintained on paper.

A CHOSEN Name Hierarchy is built in Colleague Production

Web Student Profile Parameters are set up with CHOSEN name

Web User Profile Parameters is set up to neither view nor update:

1.3   Business Process Flow

The current business process flow for updating a chosen name mirrors that as a legal name as the Chosen Name field is not being used.

1. Student submits form to A&R
2. A&R updates name in BIO

3. A&R updates DRUS

4. Jerry team - Update student email
5. Canvas
6. Comevo
7. NelNet
8. Campus Logic
9. SARS
10. DARS
11. Canvas?
12. Reports
13. Other system
14. Workday? – Process for Faculty and staff – would it be the same?
15. NSC

2 Proposed Solution

2.1 Options Considered

A. Mapping the preferred name data field from CCC Apply into Colleagues Chosen Name
B. Having the student update their chosen name in Self-Service.
C. Having A&R manually update chosen name for students like legal name changes.

2.2 Proposed Solution

Update the application import process to map the preferred name data field from CCC Apply into Colleagues Chosen Name and allow students to update their chosen name in Self-Service or via paper form by A&R

District employees will need to contact HR for Chosen name.

Chosen Name will appear:
- Rosters – Class, Drop, Grade, etc
- Dean, Presidents, and VP List
- Degree Audit
- Honors Program / PTK
- Student ID Cards
- Transcript
- Diploma
- Canvass
- Comevo
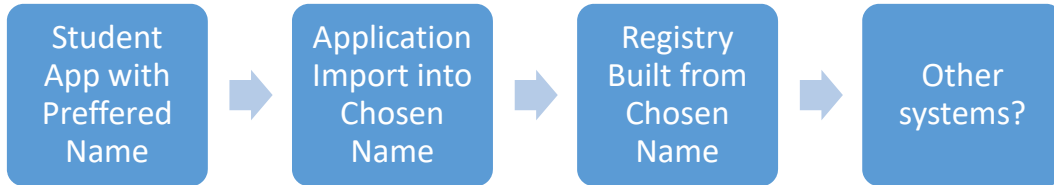- SARS
- DARS
- Reports
- Workday Profile

Legal Name will appear:
- Financial Aid
- Campus Logic
- Billing Records
- NelNet
- 1098 T
- Student Health
- A&R Office Records
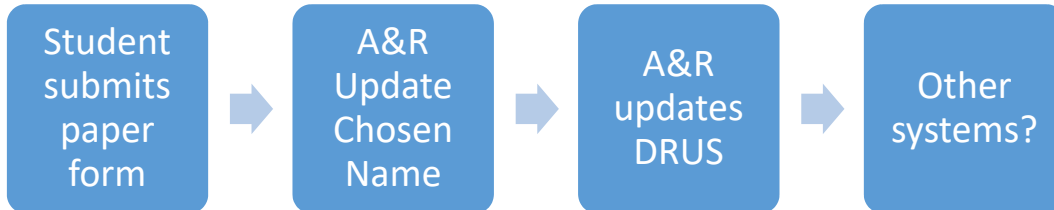- Workday Payroll, benefits, and tax documents
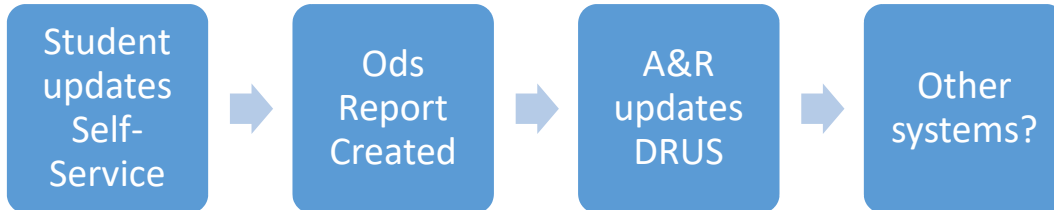
2.3   Business Process Flow of New Solution

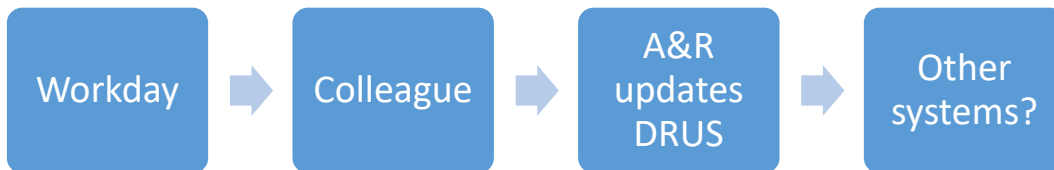**Process flow for Preferred Name from Application:**

| Student App with Preffered Name | → | Application Import into Chosen Name | → | Registry Built from Chosen Name | → | Other systems? |

Process flow for Preferred Name via paper form:

| Student submits paper form | → | A&R Update Chosen Name | → | A&R updates DRUS | → | Other systems? |

Process flow for Preferred Name via Self-Service:

| Student updates Self-Service | → | Ods Report Created | → | A&R updates DRUS | → | Other systems? |

Process flow for employees:

| Workday | → | Colleague | → | A&R updates DRUS | → | Other systems? |

   I.   Jerry team - Update student email
  II.   Canvas
 III.   Comevo
 IV.   SARS
  V.   DARS
 VI.   Canvas?
VII.   Reports
VIII. Other system
 IX.   Workday
  X.   Reporting

o   NSC allows for preferred name to be also sent

3   Functional Requirements

3.1   Step-by-Step Description

3.2   Security Considerations

4   Technical Requirements

4.1   Technical Considerations

Document changes or new development of programs, batch processes, scripts, databases, networks, hardware, etc.

- CCC Apply import – building web registries
- Student Directory
- Canvass
- Comevo
- SARS
- DARS
- ODS reports
- Workday
- ID Card Machines

4.2   System and Configuration Requirements

Identify the configuration and functionality that is needed by the system in order to meet the functional requirements.

5   Test Plan

For simple test plans, enter here. For detailed Test Plans, use the Test Plans template and enter a link to the document from here.

6 *Issue Log*

For a small set of issues, enter here. For detailed issues or risks that require mitigation and follow up, use the Issue Log and link to the document here.

7 *Communication Plan*

For a simple Communication Plan, enter here. For a detailed Communication Plan that requires timing and coordination with multiple groups, use the Communication Plan and link to the document here.

8 *Training Requirements*

9 *Project Timeline*

For a simple timeline, enter here. For detailed a Timeline, with Milestones and Tasks, use the Timeline template and enter a link to the document here.

Timeline for Implementation			
	Date	Description	Responsible