



# Preferred Name Policy

NAME:	<b>Preferred Name Policy</b>
ISSUING DEPARTMENT:	<b>Student Affairs and Enrollment Management</b>
ISSUED DATE:	<b>October 1, 2019</b>
REVIEWED DATE:	<b>October 1, 2019</b>
APPROVING AUTHORITY:	<b>President's Cabinet</b>
DATE REVISED:	

## **PURPOSE**

In accordance with Mansfield University's mission of being an inclusive, comprehensive, public university that prepares students for personal and professional success in an increasingly complex global environment, the University has established this preferred name policy. Mansfield University recognizes that many students use a first name other than their legal first name. Therefore, the University has created this policy and these procedures to allow students to indicate their preferred first names to the University community even if they have not changed their legal first names. While any student is welcome to use a preferred first name, this option has been developed to respond to the needs of some international students, transgender/non-conforming identified students, and others who prefer the use of a nickname. These may include, but are not limited to, individuals who prefer to use:

- a middle name or nickname instead of a first name;
- an anglicized name;
- a name to which the individual is in the process of legally changing, or a name that better represents the individual's gender identity.

## Policy Definitions:

*Student:* Any admitted full- or part-time individual with undergraduate, graduate, non-degree, or alumni status. Student status will continue as long as the student has a continuing relationship with Mansfield University.

*Legal First Name:* Refers to the first name that identifies a person for legal, administrative, and other official purposes. A person's legal first name generally is the name of the person that was given for the purpose of registration of the birth and which then appears on a birth certificate.

*Legal Last Name (surname):* Legal last name used, which cannot be changed/alterd within the University's information systems unless it has been changed through a legal process outside of the University.

*Preferred Name:* A name designated in the University systems and communications as the preferred alternative to the individual's legal first name. Only first names may be changed to a preferred name.

## **SCOPE**

This policy pertains to both prospective students and current students and primarily impacts procedures in Admissions and Student Affairs.

## **RESPONSIBILITY**

Student Affairs will review the policy periodically. Cabinet approves the policy and any subsequent changes.

## **PROCEDURE**

Note: As long as the use of a preferred first name is not for the purpose of misrepresentation, the University acknowledges that a preferred first name may be used in the course of University business and education. Therefore, the University will permit students to change their names within the University's information systems so that a preferred first name will be used instead of the legal first name.

*Prospective Students:* Prospective students may indicate their preferred first name when submitting an inquiry to Admissions, when filling out a request-for-more-information card, and/or on the Mansfield University application form.

*Continuing Students:* Students who are currently enrolled may submit their preferred name using the form available via hyperlink in Self-Service Student Portal. All such submissions are subject to review by the Dean of Students.

*Restrictions/Limitations:* The ability to use a preferred name is a limited accommodation of a preference. Preferred first name requests will be denied or revoked when the name is deemed inappropriate, including, but not limited to, avoiding a legal obligation, fraud, obscene language, misrepresentation, or misuse of this policy. Students will be subject to disciplinary action through the Office of the Dean of Students in accordance with University policy and the Student Code of Conduct for misuse of this policy.

*Appeals:* Students who feel their preferred first name change was denied unjustly may file an appeal to the Vice President for Student Affairs and Enrollment Management.

### **Where the preferred first name will appear:**

- Student Identification Cards \*
- Official Student Email Display Name
- Online Student Directory
- Class and Grade Rosters (for students taking courses)
- University Diploma
- Press Releases
- Social Media Sites
- Other instances where a legal name is not required

\*A one-time waiver of the fee to update the Student Identification Card with the preferred first name will be provided. Subsequent changes will incur the University's standard replacement/loss ID fee.

**Where a preferred first name will not appear:**

- Legal Documents and Reports Produced by the University
- Student Financial Records
- Financial Aid and Scholarship Documents
- Medical Records
- Transcripts
- Enrollment Verifications
- Degree Verifications
- Student Employment Documents
- Employment Verifications
- Employment Documents
- Paychecks, W2s, and other Payroll Documents
- Benefits Enrollment
- Third Party Database Systems

**Distribution**

This policy will be posted to the Policies and Procedures web page and will be included in the Policies section of the current undergraduate catalog.