

PREFERRED NAME POLICY

APPLICABILITY. To enable members of the campus community to use and be known by a preferred name. All employees subject to this policy.

B. POLICY

1. Many people use a name other than their legal name because of their gender identity, cultural background, or other aspects of their social or personal identity.
2. Students, faculty and staff shall be permitted to use preferred first and/or middle name.
3. Full legal name is required on official records, including but not limited to admission applications, financial aid records, transcripts, diplomas, employment applications, background checks, employment records, paychecks and tax documents.
4. A preferred name will constitute an alias that may have to be disclosed during background checks and other legal processes.

A. PROCEDURE:

1. Requesting a preferred name: Students and College employees must complete "Preferred Name Request Form". Forms for students will be available in the Student Affairs office. College employees must contact human resources.
2. Prohibited use of preferred names include but are not limited to
 - a. The name is intended to misrepresent the person's identity;
 - b. The name is an attempt to avoid legal obligation;
 - c. The appearance of the name on ID or other records would be against the interests of the College;
 - d. The name is derogatory, obscene, offensive, or otherwise inappropriate.
3. The final determination whether to approve or deny the request are to be made at the "reasonable discretion" of the VP of Student Affairs for students or the VP HR (or designee) for College employees.
4. Upon approval, the preferred name will appear on ID cards, email, class rosters, office name plates and business cards.
5. Use, Abuse or Misuse: Inappropriate use or failure to comply with this policy constitute a violation of the College policy and may result in disciplinary actions.

6. The College ID card with preferred name may be used within the College, but not as an alternative to a legal ID.

Approved:

Board of Trustees
September 19, 2019