

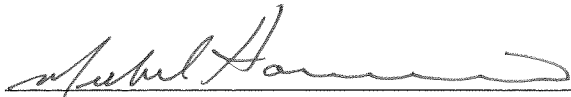
EDINBORO UNIVERSITY OF PENNSYLVANIA

PREFERRED NAME

Policy No. C066

Page 1 of 2

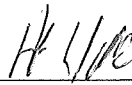
Recommended for Approval By:



Michael J. Hannan, Ph.D.

Provost and Vice President for Academic & Student Affairs

Approved By


H. Fred Walker, Ph.D., President

on

9/6/2017

Effective Date

Review Date: As Required

INTENT:

Edinboro University recognizes that students, alumni, and employees may use a first name other than their legal name. The University acknowledges that students, alumni, and employees may use a preferred name in select University-related systems and documents to indicate their identity to the University community even if they have not legally changed their first name.

POLICY:

Upon request by the individual, a preferred first name will be used instead of the legal first name in select University-related systems and documents including but not limited to D2L and other systems and documents as permitted by technology and approved by the University.

The legal name will continue to be used in all University-related systems and documents related to official University records and when required by law. This includes items such as official transcripts, degree audits, W-2 forms, enrollment data, financial aid documents, paychecks, and all official University correspondence. To change the name on official records, a student must make a legal name change in accordance with Policy A039, Student Name Change.

The preferred first name may change once per academic year, and twice during a student's tenure at the University. Requests to use a preferred name will be considered in accordance with applicable law and University policy G005 defining categories of unlawful and prohibited discrimination.

Requests to use a preferred first name will be denied when the name is being used for purposes in violation of applicable law or University Policy, including but not limited to misrepresentation or obscenity.

DEFINITIONS

1. **Legal Name:** A person's legal name is the name used for official government documents, such as licenses, passports, and tax forms. Also commonly known as given name, this is the name officially recorded in University systems and documents. This name can only be changed within University systems by following Policy A039, Student Name Change.
2. **Preferred First Name:** A preferred first name is defined as an alternative to the individual's legal name as designated in University systems, and is the name the individual prefers to be used within the EU community. Examples include individual preference to use:
 - a. a middle name or nickname;
 - b. an anglicized name;
 - c. a name to which the individual is in the process of legally changing; or
 - d. a name that better represents the individual's gender identity.

PROCEDURE:

1. **Students:** Students requesting a preferred first name should complete a Preferred Name Request form with the Office of Records and Registration. The student must return a completed Preferred Name Request form to the Office of Records and Registration either in person with a government issued Photo ID (i.e., Driver's license, ID card issued by federal, state, or local agencies, School ID card with photo, U.S. Passport, etc.), or by mail with a copy of a government issued Photo ID. The student will be notified of the status of their request within 10 business days.
2. **Employees:** Employees requesting a preferred first name should complete the Employee Information Change Form found on the Human Resources & Faculty Relations page in the myEdinboro portal.
3. **Alumni:** Alumni requesting use of a preferred first name must complete a Preferred Name Request form with the Office of Alumni Relations. The alumnus will be notified of the status of the request within 10 business days.
4. **Appeal Process:** Anyone who feels their preferred first name change was denied inappropriately may file an appeal with the Office of Social Equity.
5. **Fees associated with issuance of a new ID card under this policy will be waived one time for each individual. This policy does not apply to the waiver of fees associated with the replacement of lost ID Cards. The applicant's existing card must be shown at the ID card center when requesting a new card under this policy.**

Related Policies

EU Policy A039, Change of Name; EU Policy G005, Equal Opportunity/Affirmative Action and Nondiscrimination; PASSHE Board of Governors Policy 1989-01-A University Diplomas