Guidelines on the Use of Preferred names

These guidelines implement 3344-86-02 of the Administrative Code, the Preferred Name policy, effective December 9, 2017.

Student Use of Preferred Name

(1)   Students will have the opportunity to provide a preferred first and middle name in addition to their legal name.

(2)   Students may change their preferred name as often as they wish or remove their preferred name at any time.

(a)   The U

       (c)   Student Conduct Records, When Appropriate
       (d)   College Scheduler / Schedule Planner
       (e)   Directory Information – Internal Requests
       (f)   E-Mail Directory Display Name
       (g)   E-mail Address
       (h)   Career Services Records, except for student employment
       (i)   Health Services And Counseling Records, except for medical billing
       (j)   Commencement Program
       (k)   Alumni Affairs Records

(5)   A student's legal name shall continue to be required for the following purposes:

       (a)   Reporting to State and Federal Agencies
       (b)   Enrollment and Degree Verification
       (c)   Student Employment Records
       (d)   National Student Clearinghouse Reporting
       (e)   Official Transcripts
       (f)   Diploma

    (d)   Immigration Records

    (e)   Pension and Pension Alternatives

    (f)   Employee Benefits Enrollment and Forms

    (g)   Professional Licensure

    (h)   Other records where a legal name is required by law or university policy

Prohibited Use of Preferred Name

Preferred names shall not be used for the purpose of misrepresentation, to avoid legal obligations, or in any other manner that violates University policy or Federal, State or local law. Preferred names may not include symbols (except apostrophes or hyphens) or numbers, be unlikely to be approved as legal names (e.g. be obscene or derogatory), or otherwise violate University policy.

Removal of Preferred Name

The University reserves the right to remove a preferred name from a student or employee record without notice when it determines that use of the name is prohibited.

Requesting a Preferred Name

Students wishing to request use of a preferred na9(y9(used)]TETBT1 0 0 1 255.1[tad)]TETBT9(a)-5-d.14 Tm[)-1