

Effective : January 22, 2018

OFFICE OF DIVERSITY AND INCLUSION
CHOSEN NAME POLICY

Approved: February 6, 2023
President's Cabinet

Purpose

The University recognizes that many members of its community use first names other than their legal names first provided to the University to identify themselves. For some students and employees, a chosen first name may be an important component of their identity. Therefore, the University has established this policy that allow students and employees to indicate their chosen first names to the University community even if they have not changed their legal names. While anyone is welcome to use a chosen first name, this option has been developed to respond to the needs of some international students and employees, transgender people and others who prefer the use of a chosen name for other reasons.

These may include individuals who prefer to use:

1. a middle or chosen name instead of a given first name;
2. an anglicized name;
3. a name to which the individual is in the process of legally changing; or
4. a name that represents the individual's gender identity.

Important terms defined in this policy

Chosen first name – A chosen first name is defined as an alternative to the individual's

Chosen

Registrar. In order to process a chosen first name request, submit the form found online at _____ |