



## **Kutztown University Policy STU-036**

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### **Student Preferred Name**

#### **A. Purpose**

Kutztown University recognizes that students may wish to use a name other than their given first name as recorded on official documents and records including circumstances where student safety or productivity may be a risk. When formally requested by a student, the University may use a preferred first/given name in University documents and processes except where the use of the official legal name is required by University business or legal obligation.

While anyone is welcome to use a preferred first name, this option has been developed to respond to the needs of some international students, transgender student, for safety reasons, others who prefer the use of a nickname and those in the processes of legally changing their name but wish the name to be reflected in a timelier manner.

#### **B. Scope**

This policy applies to all duly recognized students of Kutztown University.

#### **C. Key words and phrases:**

**Given Name:** Also commonly known as first name or legal first name, the University acknowledges that the given name is what is recorded as the official name.

**Family/Last Name:** The name officially recorded in University systems and documents. This name can only be changed by submission of appropriate legal documentation that authorizes such a change.

**Preferred Name:** The given name of the student that the student prefers to be known on campus.

**Legal Name:** The name of the student that is generated from the admissions application and is the official name of record.

#### **D. Policy & Procedure(s)**

Students may request a preferred name by contacting the Office the Registrar. The

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student is free to determine the preferred name by which the student wants to be known within University systems and processes.

The use of a preferred name is used solely for Kutztown University internal systems and does not change the legal name within Kutztown University. Official records, such as but not limited to, transcripts, degree audits, financial records, W-2 forms, student payroll, enrollment data, financial aid documents, or mailings, will show the legal name of the student.

For clarification:

Preferred first names will be used in the following systems and records:

- Student Identification Cards (ID cannot be used as official identification off campus)
  - Fee for new card still applies
- Official Student Email and Display Name
  - The I.T. Office will contact you to make the change – process may take up to 14 days
- Diploma and Commencement Bulletins
  - Unless indicated on the Application for Graduation within “MyKU”
- Class and Grade Rosters
- Housing Rosters
- D2L
- ENGAGE
- Most Student Center Navigation Panes
- Other Venues, as appropriate
- Newspaper articles, merit badges, University social media, and other publicity formats will also use the preferred name, unless otherwise requested to the University Relations office.

Legal names will continue to be used for official University records including, but not limited to the following:

- Legal documents and reports produced by the University
- Student Account statement (bills)
- Financial Aid and scholarship documents
- Transcripts
- Enrollment verifications
- Degree verifications
- Student employment documents
- Employment verifications
- Employment documents
- Paychecks, W2s, and other payroll documents
- Benefits enrollment.

- Any PASSHE-related databases or related information

Preferred names may consist of a first and/or middle name and are limited to alphabetical characters, a hyphen, and/or a space. A student is permitted to make one preferred name request during the student's career at Kutztown University. Students are not permitted to designate a preferred family/last name. Extenuating circumstances that require an additional change will be reviewed by the Registrar.

Kutztown University Registrar reserves the right to deny preferred name requests that are deemed inappropriate including but not limited to avoiding a legal obligation, fraud, offensive language, or misrepresentation. In such cases, students will be subject to disciplinary action in accordance with University policy and the Student Code of Conduct.

Any appeals for denial may be addressed to the Vice President for Enrollment Management and Student Affairs.

Students requesting a preferred name must contact the Office of the Registrar and complete a Preferred Name Request Form. Upon receipt, the Registrar, in consultation with the Dean of Students, will determine the validity of the request. Upon approval, the preferred name will be established and recorded in applicable University systems. The student will receive notice within ten (10) days on the determination of the request. Only preferred name changes completed through the Registrar's Office will be considered official and be reflected within University systems.

#### **E. Effective Date**

March 2, 2015

#### **F. Approved By**

Endorsed by Administrative Council – February 27, 2015

Approved by Acting President – March 2, 2015

#### **G. Last Reviewed**

February 27, 2015; August, 2016; September, 2017; August, 2018; August, 2020