

Preferred Name Use Policy

I. Purpose

The purpose of this policy is to enable members of the campus community including students, faculty, staff, alumni and applicants to use and be known by a preferred name that affirms, reflects, and/or expresses their gender, culture, and/or other aspects of their social or personal within the University community whenever a legal name is not required.

II. Accountability

At the direction of the President, the Offices of the Registrar and Human Resources shall implement this policy with the Title IX Manager ensuring compliance of the policy.

III. Applicability

This policy is applicable to all former and current students, faculty, staff and alumni at the University.

IV. Definitions

1. *Preferred Name* – The name by which a person wishes to be known and to appear in the University systems (formal and informal) and when conducting day-to-day University business because it affirms that individual's gender, culture and other aspects of social or personal identity. The preferred name will consist of a preferred first name, and preferred middle name when provided. The preferred name does not affect the individual's last name, which must remain the person's legal name.
2. *Legal Name* – The name that is recorded on an individual's legal identification (e.g., Social Security card or passport) and used on formal legal records at the University.

V. Policy

1. The University of La Verne recognizes that many individuals use and are known by a name other than their legal name due to their gender identity, cultural background or other aspects of their social or personal identity.
2. To the maximum possible extent, faculty, staff, and students of the University of La Verne will be allowed to use, be known by, and be called by the first and/or middle name of choice whenever a legal name is not required. All University offices and personnel are expected to respect a person's request to be known by their preferred name and to use that name when interacting with individuals who have followed the process outlined in this policy. This expectation covers all areas of the University including employment, academic instruction, advising, student life and other parts of the University community.
3. The University of La Verne will make good faith efforts to display preferred names to the University community where feasible and appropriate, and to update the reports, documents and systems designated to use preferred names. The University will not guarantee that the preferred name will appear in all locations or in all circumstances.
4. Use of Legal Name:
 - i. The University will not use the preferred name on documents or in systems that require the use of the legal name for legal or business related reasons. The individual's legal name will continue to be used for these records, which include but are not limited to the following:
 1. Admissions Records
 2. Official transcripts, grade reports and end of term/semester reports excluding Deans Lists
 3. Enrollment verifications
 4. Employment and personnel records
 5. Paychecks and tax documents
 6. Financial aid records
 7. Medical records
 8. Disciplinary records
 9. Law enforcement/Security records
 10. Student Billing
 - ii. In order for an individual to change their legal name, he/she is required to submit appropriate documentation to verify the change has been made through the appropriate state/country of residence. The process for changing a legal name varies by state and country of residence. The University cannot initiate a change of a legal name.

1. Individuals must pursue a legal name change with appropriate state and/or federal authorities and then submit a legal name change document (typically a court order) to the Office of the University Registrar.
2. Employees must also submit the document to Human Resources along with a new Social Security card showing the new legal name, and complete an updated I-9 form.
3. U.S. residents must change their legal name with the Social Security Administration as well.

5. Diploma:

- i. The University considers the diploma to be a ceremonial document, and students may request to use either a legal name or a preferred name on a diploma using the Application for Graduation form. Please be advised that in some situations the diploma may need to be used as a legal document. This requires the name appearing on the diploma to match other legal documents (transcripts, application for employment, Visa/Passport, etc.) to be accepted as valid. International students or students who want to be employed outside of the United States should always use their legal name on the diploma. Students who request a preferred name to appear on the diploma who later wish to have a diploma issued in their legal name or any other name will be charged the appropriate fee for that service.

6. Background Checks and Legal Processes

- i. Individuals who request and use a preferred name must be aware that the preferred name will constitute an alias name. The University may be required to disclose a student's preferred names(s) if requested by agencies outside of the institution conducting background checks and/or other legal processes. This responsibility may be life-long, and may cover each preferred name used, even if an individual later changes or discontinues the use of the preferred name. The University system does retain all former legal and preferred names.
- ii. Individuals are encouraged to candidly disclose the existence of any alias/preferred names, when appropriate, to avoid discrepancies or the appearance that they are attempting to conceal the information. Individuals must also be aware that the existence of an alias may trigger heightened scrutiny during certain federal or state security clearances or background

checks, especially in cases where the individual does not disclose the information to authorities.

- iii. The University will disclose and/or confirm the preferred name(s) used by the individual in accordance with any lawful request for this information, and/or upon request by the individual.

7. Due Diligence and Compliance of University Offices and Personnel:

- i. University offices and personnel should adapt their business processes to accommodate the use of the preferred name wherever feasible. Each office needs to do their due diligence to ensure they are compliant in the use of the legal name with laws or regulations. University personnel should consult the appropriate compliance office if they have questions or concerns.

8. Non-compliance and Complaints:

- i. When an individual believes their approved preferred name has not been used in accordance with this policy, the individual is encouraged to first informally seek to resolve his/her concern by communicating directly to the personnel or office which has not properly used the preferred name.
- ii. In cases where a student, faculty, staff or alumni feels they would benefit from additional support or advocacy, or to initiate a formal complaint about non-compliance, students may contact the following office:
 - 1. Title IX Manager

9. Use, Abuse or Misuse

- i. The University of La Verne student, faculty and/or staff identification card (ID) with the preferred name imprinted on it, may be used as a valid identification card (ID) within the University. However, the University of La Verne ID card with a preferred name imprinted may not be used as an alternate to a legal ID. Use of the University of La Verne ID card to misrepresent the individual's legal identity in any circumstance will be considered misuse and may result in disciplinary or adverse employment action.
- ii. Inappropriate use of the preferred name policy by an individual may be cause for disciplinary action and/or denial of the use of their preferred name. Some examples of inappropriate use include:
 - 1. The name is intended to misrepresent the person's identity and/or misappropriate the identity of another person or organization.
 - 2. The use of the name is an attempt to avoid a legal obligation.

3. In the judgment of University officials, the appearance of the requested name on the University ID or other records would be harmful to the reputation or interests of the University; and/or
 4. In the judgment of University officials, the name is derogatory, obscene, conveys an offensive message, or otherwise inappropriate.
- iii. Failure for anyone employed by the University to comply with the approved preferred name policy may constitute grounds for disciplinary action.

VI. Attachment

1. Attachment A - Procedures for Requesting a Preferred Name

Attachment A Procedures For Requesting A Preferred Name

REQUESTING A PREFERRED NAME

Current students who wish to use a preferred name may complete the following form and submit the form to the Office of the Registrar.

Faculty and/or staff who wish to use a preferred name may complete the following form and submit the form to the Office of Human Resources.

Alumni who wish to use a preferred name may complete the following form and submit the form to the Office of Alumni Relations.

Requesting Use Of A Preferred Name Form

Last Name **First Name** **Middle Name**

Current Legal Name: _____

If current student: Student ID: _____

If Alumna/Alumnus: Student ID: _____

If current employee Employee ID: _____

First Name **Middle Name (if applicable)**

Preferred Name: _____

Contact Information:

E-mail contact information _____

Phone Number: _____

Signature of Applicant: _____

Date: _____