



LHU Policy No – LHU-16  
 Original Date – August, 2017  
 Last Review Date – August, 2017  
 Last Update Date – August, 2017  
 Next 5-Year Review Date – August, 2022

<b>Title</b>	PREFERRED FIRST NAME
<b>Proposed By</b>	
<b>Effective Date</b>	
<b>Responsibility</b>	Registrar’s Office, Human Resources, Alumni, Information Technology, Student and Residence Life
<b>Applicability</b>	
<b>Purpose</b>	<p>The University recognizes that many members of its community use first names other than their legal names initially provided to the University to identify themselves. For some students and employees, a chosen or preferred first name may be an important component of their identity. Therefore, the University has established this policy and procedures that allow students and employees to indicate their preferred first names to the University community even if they have not changed their legal names. While anyone is welcome to use a preferred first name, this option has been developed to respond to the needs of some international students and employees, transgender students and employees, and others who prefer the use of an alternate name.</p> <p>These may include individuals who prefer to use:</p> <ul style="list-style-type: none"> <li>• An anglicized name;</li> <li>• A name to which the individual is in the process of legally changing; or,</li> <li>• A name that better represents the individual’s gender identity.</li> </ul>
<b>Definitions</b>	<p>Preferred First Name: a preferred first name is defined as an alternative to the individual’s legal name as designated by the individual in University systems</p> <p>Legal Name: a person’s legal name is the name used for official governmental documents, such as licenses, passports, tax forms, etc.</p>
<b>Policy</b>	<p>A student’s or employee’s preferred first name will be used instead of the person’s legal name in select University-related systems and documents as listed below. The legal name will be used in all University—elated systems and documents related to official University records as listed below.</p> <p>This policy does not allow a request to use a preferred family/last name. The family/last name can be changed by submitting appropriate legal documentation that authorizes such a change.</p> <p>This policy does not allow a request to change the gender marker on a student or employee record. The official gender will be the one recorded on the student’s or employee’s birth certificate.</p> <p>Preferred first names will be used in the following systems and records:</p> <ul style="list-style-type: none"> <li>• Online phonebook directory*</li> <li>• Official student email <i>display</i> name (<i>the email account will not be changed</i>)</li> <li>• Official employee email <i>display</i> name (<i>the email account will not be changed</i>)</li> </ul>

- Class and grade rosters (for students and employees taking courses)
- Diplomas
- D2L (or other online learning platforms)
- Most myHaven applications
- Most employee self-service navigation panes
- Press releases
- Social media sites
- Other venues, as appropriate

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

- Student or employee identification cards
- Legal documents and reports produced by the University
- Student account statements (bills)
- Financial aid and scholarship documents
- Transcripts
- Enrollment verifications (including routine reporting to the National Student Clearinghouse)
- Degree verifications (including routine reporting to the National Student Clearinghouse)
- Student employment documents
- Employment verifications
- Employment documents
- Paychecks, W2s, and other payroll documents
- Benefits enrollment

Preferred first name requests will be denied or revoked when the name is deemed inappropriate including, but not limited to, avoiding legal obligation, fraud, obscene language, or misrepresentation. Reports of such activity will be handled pursuant to University policies and procedures and applicable law. Depending on the individual and circumstances involved this could include the office of Human Resources, Director of Judicial Affairs, Office of Social Equity, Vice President of Enrollment Management and Student Affairs, Provost, Legal Counsel, and/or appropriate law enforcement agencies.

The University also reserves the right to suspend the individual’s privilege to update their preferred name.

*\*Students may choose to restrict directory information, including the listing of their (legal or preferred) names, by completing the [“Restrict Release of Directory Information”](#) form. Employees may also choose to restrict the listing of their (legal or preferred) names in the online directory by contacting Human Resources at 570-484-2033.*

**Procedures**

Students

Preferred first names will be reviewed and approved by the Registrar’s Office. If the individual is in the application stage for admission to the University, the Admissions Office will review the request. In order to process a preferred first name request, enrolled students submit the required information through the myHaven account (Personal Info). Students are only permitted to change a preferred name once. Additional requests will be reviewed.\*\*

Employees

Preferred first names will be reviewed and approved by Human Resources. In order to process a preferred first name request, employees submit the request directly to Human Resources. Employees are only permitted to change a preferred name once. Additional requests will be reviewed.\*\*

	<p><u>Alumni</u> Preferred first names will be reviewed and approved by the Alumni Office. Alumni interested in using a preferred first name in alumni materials should contact the Alumni Office by phone at 570-484-2586 or by email at <a href="mailto:alumni@lockhaven.edu">alumni@lockhaven.edu</a>.</p> <p>Once a preferred name is recorded, access to legal names will be limited to select administrative staff and Public Safety employees.</p> <p><u>Appeals</u> Students or employees who feel their preferred first name request was denied unjustly due to discrimination may file an appeal with the Office of Social Equity, East Campus J100.</p> <p><i>**Exenuating circumstances that require an additional change will be reviewed by the Office of Social Equity for students and employees.</i></p>
<b>Exemptions</b>	
<b>Sanctions</b>	
<b>Related Policies</b>	<p>LHU – Changing legal name FERPA Title IX Department of Education’s Dear Colleague Letter (May 13, 2016) PASSHE Policy 1989-01-A: University Diplomas</p>
<b>Publish In</b>	University Catalog, Student Handbook, Employee Handbook, Policies web page