

MUSKINGUM

U N I V E R S I T Y

Preferred Name Policy

Responsible Office: Human Relations and Risk Management
Responsible Administrator: Assistant Vice President for Human Relations and Risk Management
Effective Date: August 5, 2021
Amended:

100. Preamble

Muskingum University recognizes that individuals may choose to use a name that differs from their legal name for a variety of reasons. The use of a preferred name ensures that our community members feel welcome and respected in their educational and employment environment. This policy on preferred names (“Policy”) applies to students and employees who wish to use a preferred name, rather than their legal name, on certain University records.

101. Definitions

For purposes of this Policy, the following definitions shall apply.

- (A) *Legal name* means the name by which a person is identified for legal, administrative, and other official purposes. A legal name may be changed only through a legal procedure, such as marriage, divorce, or by other court order.
- (B) *Preferred name* means the name by which a person elects to be known. A preferred name may include the person’s full name or any part thereof.

102. Use of a Preferred Name

- (A) Except as provided herein, any student or employee may request to be identified within the University’s information systems with a preferred name, in addition to their legal name.
- (B) Once recognized by the University, the person’s preferred name will be used on any applicable document identified in Appendix A of this Policy. However, the person’s legal name must be used where use of a legal name is required by University policy or federal or state law.
- (C) The University may decline to recognize, or revoke recognition of, a preferred name when the name is deemed inappropriate for reasons that

include, but are not limited to, avoidance of a legal obligation, fraud, use of obscene or discriminatory language, or misrepresentation. Before declining to recognize, or revoking recognition of, a preferred name, the Registrar or the Human Resources Manager will consult the Provost, Vice-President for Finance and Operations, and/or other relevant administrative personnel.

- (D) Any request to use a preferred name will be kept private; however, certain administrative personnel will be advised of the request in order to update relevant records.

103. Requesting Use of a Preferred Name - Students

- (A) Students requesting to use a preferred name must complete the [Preferred Name Request Form](#). If there are any questions about the request, the student will be contacted through their University-issued email account.
- (B) Requests should be submitted at least two weeks prior to the start of the semester. The University will use best efforts to utilize the preferred name; however, it may not be possible in all situations.
- (C) If a student's request is received after the start of the semester, the student is responsible for notifying their professors, academic advisor, and any other relevant party, such as athletic coaches, student group advisors, student employment supervisors, resident assistants, etc. that they use a preferred name.

104. Requesting Use of a Preferred Name – Employees

- (A) Employees, including faculty and graduate assistants, requesting recognition of a preferred name must complete the [Preferred Name Request Form](#). If there are any questions about the request, the employee will be contacted through their University-issued email account.
- (B) Employees will be notified of the status of their request within 10 business days.

105. Violations of this Policy

The University will use best efforts to implement use of a requested preferred name. If the requesting individual discovers a document or electronic source that the person believes should contain the preferred name but does not, they should notify the Registrar or Human Resources Office as early as possible.

When an individual uses a preferred name to affirm their gender identity, a student or employee's refusal or failure to use the individual's preferred name may constitute sexual harassment in violation of the University' Title IX Policy or other policies regarding harassment.

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Appendix A

Once recognized by the University, the individual's preferred name will be used in select University-related systems and documents, as listed below.

- Alumni system
- Athletic rosters
- Degree audits
- Dining services
- Diploma
- E-mail display name
- Faculty class lists
- Housing system
- ID cards – student and employee
- Learning Management System (i.e. Blackboard)
- Online directory
- Recruiting system
- Student advising system (i.e. Starfish)
- Student co-curricular systems (i.e. Presence)
- Student job/career services
- Student judicial system (i.e. Maxient)
- Student reports

The individual's legal name will be used for official University records, including, but not limited to, the following:

- Academic transcript
- Commencement program and ceremony
- Degree verifications
- Employment documents (I-9, benefits, etc.)
- Employment verifications
- Enrollment verifications
- Financial aid documents
- Legal documents and reports
- Mailings sent to home address
- Media statements and releases
- Medical reports
- Payroll documents (paycheck, W2, etc.)
- Scholarship documents
- Student accounts statements