



## **Administrative Policy 23-001 Preferred Name Policy**

**Purpose:** The University recognizes that any faculty, staff, or student may choose to identify themselves within the University community with a preferred name that differs from their legal name. This policy is designed to demonstrate the University's commitment to inclusiveness and self-expression within the campus community, whenever legal name is not required or necessary.

**Scope:** This policy applies to all prospective and current employees (faculty and staff) and students. This policy replaces the former Institutionally Recognized Name (IRN) policy 001.

### **Definitions:**

*Employees* are prospective and current full-time or part-time faculty and staff, including visiting professors, adjunct faculty, and graduate assistants.

*Students* are prospective (applicants) and current (admitted or enrolled) students.

*Preferred name* refers to both "Preferred" and "Chosen" names. Both terms describe the intent of this initiative. A person may prefer to be known by a shortened name or a nickname. Alternatively, a person may choose to be known by a different name.

### **Policy:**

The University recognizes that any faculty, staff, or student may choose to identify themselves within the university community with a preferred name. As long as the use of a preferred name is not for the purpose of misrepresentation, the University acknowledges that a preferred name should be used whenever possible in the course of university business and education. Please note that some records may require the use of legal names only, such as federal and medical documentation.

Individuals who are utilizing a preferred name should always be prepared to reference their legal name as well as provide their college identification when necessary.

## **Procedures:**

### **Preferred Name Declaration**

The University encourages a person to identify their Preferred Name early in the process of becoming an employee or student.

The Office of Human Resources will capture information from the employee application to determine if a Preferred Name is requested. The Office of Admission will capture information from the student application to determine if a Preferred Name is requested.

Marketing & Communication Services will, to the best of their ability, determine the individual's preference when communication is shared outside of the Heidelberg Community. Once Human Resources or the Registrar's Office approves a Preferred Name, the individual will be notified of the approval. When a student is registered in courses, faculty will be notified by the Registrar's Office of the change.

The Office of Diversity, Inclusion, and Belonging is available to any student who has questions or would like assistance with their declaration. The Office of Human Resources is available to any employee who has questions or would like assistance with their declaration.

The Preferred Name Change form can be located on Inside Heidelberg, Documents and Forms, under Preferred Name Change Form.

### **Legal Name Change**

Any employee or student who wishes to change their legal name must provide legal documentation. A copy of the original marriage certificate, divorce decree, or court issued papers is required. For employment purposes, an original document such as a social security card, driver's license, passport, etc. must be presented. When photocopying, the marriage certificate, divorce decree with the legal name statement and authorized signatures, or court issued paperwork is required. Accompanying the photocopy must be a copy of the correct name listed on a U.S. Social Security card/VISA or passport. The documents may need to be authenticated by an official. All materials are subject to a request of original documents for authenticity.

#### **Students**

The documents must be provided to the Office of the Registrar in University Hall, C115.

#### **Employees**

The documents must be provided to Human Resources in University Hall, C210.