

## HEIDELBERG UNIVERSITY

### Administrative POLICY AFFECTING Faculty, Staff and Students

**TITLE OF POLICY** Institutionally Recognized Name

**ORIGIN DATE** February 5, 2019

**LAST REVIEWED/REVISED**

**REASON FOR POLICY** The University recognizes that any faculty, staff, or student may choose to identify themselves within the university community with a preferred name, Institutionally Recognized Name (IRN) that differs from their legal name.

**POLICY** The University recognizes that any faculty, staff, or student may choose to identify themselves within the university community with a preferred name, Institutionally Recognized Name (IRN) that differs from their legal 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 an IRN should always be prepared to reference their legal name as well as provide their college identification when necessary.

#### Examples, IRN Will Appear:

- OASIS
- Online directory
- Class rosters
- Faculty Advisee Lists
- Library Records
- Major/Minor Lists
- Learning Management System
- Residence Life Staff Rosters
- Student ID card

Individuals have the option to change:

- NetID
- Email display name

#### Examples, Legal Name Will Appear:

- Financial Aid and Billing Records
- International Student documentation – SEVIS records, immigration/ visa documents
- Transcripts
- Paychecks and Pay stubs
- Registrar's Office Records (i.e. permanent student file records)
- New hire forms
- Stoner Health Center
- Study Abroad and Study Away (i.e. travel documents, signature documents)
- Time Entry System
- Federal or State information (including tax forms-1098T, W-4, etc)
- National Student Clearinghouse
- Academic Certifications (of enrollment, good standing, degree completion)

#### PROCEDURE

##### ***Institutionally Recognized Name Declaration***

The University encourages a person to identify with an Institutionally Recognized Name early in the process of becoming a faculty, staff, or student. The Office of Multicultural Student Affairs is available to any faculty, staff, or student who has questions or would like assistance with their declaration. The

Institutionally Recognized Name (IRN) form can be located on Inside Heidelberg's Office of Multicultural Student Affairs webpage.

### ***Legal Name Change***

Any faculty, staff, or student wanting to change their legal name must supply 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 may be brought to University Hall, C115, or faxed to the Office of the Registrar at 419-448-2122.

#### **Faculty or Staff**

The documents will be provided to Human Resources in University Hall, C216.

### **Process**

The Office of Admission will capture information from the student application to determine if an IRN is requested.

The Office of Human Resources will capture information from the faculty/staff employee application to determine if an IRN is requested.

Marketing & Communication Services will, to the best of their ability determine the student's preference when communication is shared outside of the Heidelberg Community.

The NetID/email are listed as optional because these can be externally associated to the student.

Once Human Resources or the Registrar's Office approves an IRN, the person will be notified. When a student is registered in courses, faculty will be notified by the Registrar's Office of the change.