



# ALMA COLLEGE

## Chosen Name Policy

### Purpose:

To foster a campus environment that is inclusive and that encourages self-expression, Alma College has established a policy whereby any current student or employee may use a chosen first name (also referred to as a preferred first name or nickname) on campus. We strive to have this name used wherever a legal name is not necessary.

### Policy Statement:

Alma College recognizes that some members of our campus community (students, faculty, staff, etc.) use first names that differ from their legal names when identifying themselves. As part of the College's efforts to create a supportive and inclusive environment, Alma College allows members of the campus community to use a chosen first name that is different than their legal name for certain purposes and records in the course of College business, communication, and education.

Though the College will respect an individual's chosen name when possible, a legal name will continue to be used where required by law and for specific College policy and procedural requirements. All information will link a legal and chosen name for the purposes of College records. Per the [Account Management Policy](#), network IDs are generated by legal names only.

Before the College will use a chosen name, a member of the campus community must submit a request to have their records updated.

If you are a current student, visit the Registrar's website for information about changing your legal name.

If you are an employee, visit the Human Resources website for information about changing your legal name or other personal information.

Alma College respects the privacy of its community members. Information on the request form will only be viewed for the purpose of approval by Registrar's Office or the Human Resources Office staff, and will not be shared except for legal purposes or within the bounds of College policy such as a Student Conduct investigation or a Title IX investigation.

Chosen names will be approved as long as a chosen name doesn't misrepresent the individual requesting it, or their true identity. For example, names of objects, places, and famous persons will be subject to additional review. Requested Chosen names that are mocking or derogatory toward others will not be approved.



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If a member of the campus community requests a chosen name that misrepresents them as an individual or their true identity and/or is mocking or derogatory, the request will be viewed as an abuse of this policy. The requesting individual will be subject to disciplinary action through the Student Conduct process as determined by the Division of Student Affairs and Registrar's Office. The request will be processed by Human Resources and Registrar's Office within 3-5 business days. Information Technology will work as quickly as possible to implement the change; however, it may take longer to fully process the change in the system and for your chosen name to display across college lists, information systems, and other online locations.

A request to change a chosen name may only be submitted once per academic year.

## **PLACES WHERE LEGAL FIRST NAME WILL APPEAR**

- Degree and enrollment verifications, transcripts
- Employee or student checks and direct deposit files issued by Financial Services
- Federal and State Agency Reporting (National Student Clearinghouse, SEVIS, etc.)
- Financial aid processing documents (FASFA, aid award letters, etc.)
- Medical records
- NCAA eligibility forms
- Payroll processes
- Student billing and student account invoices
- Tax forms and required legal notifications

## **PLACES WHERE CHOSEN FIRST NAME MAY APPEAR**

Please note that the places where the chosen name may appear are subject to change and are contingent on our current technological capabilities.

- Campus Directory/Search
- Class rosters
- Sodexo Meal ID Card/Keycard

With questions about this policy, student may contact the Registrar's Office and employees may contact the Human Resources Office.

Recommended by the Policy and Planning Committee on January 6, 2021

Approved by the President's Cabinet on March 2, 2021

Effective Date: March 2, 2021