



### **Approved Reasons for Name Changes or Use:**

- Legal name change (marriage, divorce, court order, adoption) - Legal
- Gender identity or gender expression – Chosen Name
- Cultural, ethnic, or religious reasons – Chosen Name
- Personal identity affirmation – Chosen or Nickname
- Safety or privacy considerations - Chosen
- Professional consistency – Chosen or Nickname
- Correction of institutional errors - All

### **Compliance:**

This policy aligns with:

- Title IX
- FERPA (students)
- EEOC guidance
- State and federal employment laws
- College Nondiscrimination and Harassment Policy

### **Role-Specific Guidance**

#### **Students**

- Chosen names may appear on class rosters, LMS, advising tools, ID cards, and email.
- Legal names remain on transcripts, financial aid, and immigration documents.
- Governed by Registrar and FERPA.

#### **Faculty**

- Professional names supported for teaching, publications, directories, and email.
- Legal names retained in HR and payroll systems.
- Governed by Academic Affairs and HR.



### **Staff**

- Chosen names supported in directories, ID cards, and email.
- Legal names required for employment and benefits records.
- Governed by HR.

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### **Inclusive Excellence Statement**

Supporting chosen and professional name use affirms individual dignity, reduces barriers to belonging, and strengthens institutional trust. The College's name-use practices advance Inclusive Excellence by recognizing the diverse identities, lived experiences, and professional needs of our community while maintaining compliance and operational integrity.

