

Name Change - Chosen First/Middle Name Policy Slippery Rock University

Policy:

The university recognizes that many members of its community use first/middle names other than their legal names first provided to the university to identify themselves. For some students, a chosen first/middle name may be an important component of their identity.

Therefore, the university has established this policy and procedures that allows students to indicate their chosen first/middle names to the university community even if they have not changed their legal names. While anyone is welcome to use a chosen first/middle name, this option has been developed to respond to the needs of international students, transgender, gender non-binary, and gender non-conforming people and others who choose the use of a nickname. These may include individuals who prefer to use:

- a middle name or nickname instead of a first name;
- an anglicized name;
- a name to which the individual is in the process of legally changing; or
- a name that better represents the individual's gender identity.

Chosen first/middle name – A chosen first/middle name is defined as an alternative to the individual's legal name as designated by the individual in university systems.

Legal name – A person's legal name is the name they use for official governmental documents, such as licenses, passports, and tax forms.

A student chosen first/middle name will be used instead of the person's legal name in select university - related systems and documents as listed below. The legal name will be used in all university - related systems and documents related to official university records as listed below.

You may elect to use chosen first/middle names in the following systems and records:

- Student Identification Cards
- Official Student Email Display Name
- Diplomas
- Commencement Programs
- Commencement Cards
- Advising Profile
- Class List (in Banner)
- D2L

Slippery Rock University is working diligently with our software vendors to promote chosen name in marked areas. Legal names will continue to be used for official university records including, but not limited to the following:

- Legal Documents and Reports Produced by the University
- Student Account Statement (Bills)
- Financial Aid and Scholarship Documents
- Transcripts
- Enrollment Verifications
- Degree Verifications
- Student Employment Documents
- Paychecks, W2s, and other Payroll documents

Procedures:

Individuals seeking approval for chosen name can contact the Office of Academic Records and Registration in person or find the Chosen First/Middle Name document from the Academic Records “Forms” link on the web. Upon completion of appropriate paperwork and approval, changes will be made to necessary systems. It may take upwards of four business day for final changes to take place. The individual may revoke the request during the first seventy-two hours. Please note that students will only be permitted to make one chosen name request during the student’s career at SRU.

Sanctions:

Chosen first/middle name requests will be denied or revoked when the name is deemed inappropriate including, but not limited to, avoiding a legal obligation, fraud, obscene language, or misrepresentation. Appeals of the chosen name request will be made to the Chief Enrollment Management Officer. Reports of such activity will be handled pursuant to University policies and procedures and applicable law. Depending on the individual and circumstances involved this could include the offices of Human Resources, Office of Student Conduct, Office of Diversity and Equal Opportunity, Office of Student Success, Residence Life Office, University Legal Counsel, and/or appropriate law enforcement agencies.

Responsibility for Implementation:

All members of the University Community are responsible for administering this policy.

Scope of the Policy:

This policy applies to all University students.

BANNER ID **A0** _____ NAME _____ CHOSEN NAME
Last Name Current Legal First Current Legal Middle

SLIPPERY ROCK UNIVERSITY

**Name Change - Chosen First/Middle Name Display Request
(Not Displayed on Legal Documents)**

Slippery Rock University recognizes that many students use a first/middle name other than their legal name. This process is designed to allow students to use a chosen first/middle name for display on select University systems. As technology upgrades allow, other internal systems may allow for broader use of the chosen name in university communications.

Only appropriate chosen names will be accepted. No names using profanity or other inappropriate expressions will be accepted. Names will be approved by the Director of Academic Records & Registration. Please note that students will only be permitted to make one chosen first/middle name request during the student's career at SRU.

To request use of a chosen first/middle name, please complete the information below and submit this form to the Office of Academic Records & Registration at 107 Old Main or email to academic.records@sru.edu. It may take up to three business days for changes to occur.

Current Legal Name: _____
Last Name Current Legal First Current Legal Middle

Student ID Number: **A0** _____ **SRU Email:** _____

Requested Chosen First Name: _____

Requested Chosen Middle Name: _____

Please change the display name on:

(Use of Chosen First/Middle Name on Diploma is a separate process. Chosen name is selected when the student applies to graduate.)

- SRU Advising Profile
- SRU Email Account
- SRU Identification Card¹ Retake ID Photo (no fee if old ID exchanged)

Signature: _____ **Date:** _____

For Internal Use Only:

____ Approved

____ Disapproved

¹ Present a signed copy of this form to the ID office to receive a new card and/or have photo retaken.