

NAME CHANGE - CHOSEN

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, and the university supports a welcoming culture.

To encourage a welcoming culture, SRU policy establishes students' right to indicate their chosen first/middle names to the University community even if they have not changed their legal name(s). 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 people, gender non-binary, and others who choose the use of a nickname. Any chosen name request must be in good faith and in the spirit of this policy to foster an inclusive SRU culture. Such requests 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 used for official governmental documents, such as licenses, passports, and tax forms.

A student's 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.

- Student Identification Cards (requires student action)
- Official Student Email Display Name
- Diplomas
- Commencement Programs
- Commencement Cards
- Advising Profile
- Class List (in Banner)
- D2L
- CORE
- University communications and mailings to student's permanent/home address

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

To update your chosen or preferred first name or gender identification, log in to your MySRU portal and click the My Profile tab. Next click the Personal Information Page button in the list of links below your profile picture on the left side of the page. On your Personal Information Page, click the Edit button on the Personal Details block. Here you may update our preferred first name and gender identification.

A chosen or preferred middle name appears in some, but not all, of the same places that a chosen first name does. If you wish to use a middle name that is different from your legal middle name, simply email the Office of Academic Records & Registration (academic.records@sru.edu) with your Banner ID, your name, and your chosen or preferred middle name. As with a chosen first name, a chosen middle name will not be used on certain official University records.

Chosen or preferred names cannot be deemed inappropriate. Inappropriate names, include, but are not limited to, those used to avoid a legal obligation, commit fraud, misrepresent yourself, are obscene language, or are trademarked. Any inappropriate name will be removed from the University's student information system.

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.