

## Preferred Name Policy

Initially approved 6/12/2018

Reviewed and updated 7/30/24

Franklin Pierce University recognizes that community members may wish to use a first name other than a legal first name to identify themselves. The University refers to this as a preferred first name. As long as the use of this different first name is appropriate and not for the purpose of misrepresentation or an attempt to avoid a legal obligation, the University will display a preferred first name in place of your legal first name in many, but not all, internal systems and reports. Franklin Pierce University reserves the right to remove any preferred first name that is deemed inappropriate.

### **Who is covered by this policy?**

This policy covers active students, faculty and staff.

### **What is a legal name?**

Your legal name is the name that you were given at birth and which appears on a birth certificate recognized by a government or other legal entity, or the name which appears on a marriage certificate or other government issued document on which a legal name change is recorded.

### **What is a preferred first name?**

A preferred first name is a name that you choose to be called that is different from your legal first name.

### **Can I use my preferred first name for everything at the University?**

No. Your preferred first name can only be used in certain situations because of legal requirements or system limitations.

### **Where will preferred first name be used?**

The University will attempt to display preferred first name to the University community where feasible and appropriate, and make a good faith effort to update reports, documents and systems accordingly. Currently, the University will display a preferred first name in place of your legal first name in the following areas: athletic rosters; Campus Web; Canvas; campus directory; course rosters; diploma; Outlook address book; mailbox/mail room.

### **Where will the University continue to use my legal first name?**

Some University departments interact with, and send reports to, federal, state and other third party services that verify the identity of faculty, staff and students using the legal name and other personally identifiable information which prohibits the use of a preferred first name. Your legal first name will be used on any document related to employment status or has a connection to your Date of Birth or Social Security Number. In these cases, your legal first name will appear on all other University records and communications such as: Official Transcripts; Official enrollment and degree verification documents; Student billing and student accounts; Financial aid and scholarship records; medical records; insurance documents; benefits enrollment; all employment related documents; retirement documents; immigration documents; payroll/tax records; education department teacher certification records; NCAA records.

**How do I change or add a preferred first name?**

If you do not supply your preferred first name when you first join Franklin Pierce, then you may complete a Request for Preferred First Name form. A Request for Preferred Name form is available from the Registrar's Office for students. A Request for Preferred Name form is available from the Human Resources Office for faculty and staff.

**How do I correct or change my legal name at the University?**

Students who wish to change their legal name must supply legal documentation and complete a Change of Biographical Information. The completed form should be returned to the Registrar's Office.

Faculty and staff who wish to change their legal name must supply legal documentation to the Human Resources Office.

**Can I get a new ID card with a new preferred first name listed on it?**

Faculty, staff, and students may request a new ID card once your preferred first name request has been processed in Franklin Pierce University's student/employee information system.

**May I specify a preferred middle or last name?**

No, Franklin Pierce's Preferred First Name Policy only covers preferred first name at this time. If you would like to change your middle or last name with the University, you will need to change your legal name.

**FAQs:****FERPA:**

Consistent with the Family Educational Rights and Privacy Act (FERPA), Franklin Pierce University allows for the release of directory information, which includes a student's preferred name when one is designated. If a student does not want disclosure of the preferred name to external organizations or persons, the student may write to the Registrar's Office requesting a directory block on their record. Students must submit this notice by the end of the add/ drop period for which they are registered. This notice remains in effect until revoked by the student.

**Will my preferred first name be used at commencement?**

Students may indicate their preferred name on their application for graduation (i.e., Notice of Candidacy for Graduation). The name indicated on that application will be used on the student's diploma, in the commencement brochure, and will be the name called when the student walks across the stage during the commencement ceremony.

**Are there places where both my preferred first name and my legal first name will be used?**

Staff with an administrative need (e.g., police, health services, student financial services, and deans' office staff) will see both legal first name and preferred first name. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

**Can I set my preferred first name to whatever I want?**

Preferred first names are limited to standard alphanumeric characters (e.g., A-Z, a-z, numbers), spaces, hyphens, and apostrophes. You may set your preferred first name to whatever you would like as long as the use of this different first name is not used for an improper purpose. The University reserves the right to remove a preferred first name if determined inappropriate. If your preferred first name has implications that may negatively impact your experience at Franklin Pierce, you will be contacted by an appropriate staff member to discuss your request. Endorsed by President's Council, July 2024

