

Title/Subject: ALTERNATE / PREFERRED / CHOSEN NAME

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: December 2018

Contact for More Information: Faculty: Faculty Personnel Services
Staff: Human Resources
Students: Registrar's Office

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

Many members of the Central Michigan University community may request/desire to use a name that differs from their legal name to identify themselves. In many cases, the preferred name is a key component of that person's identity and the use of their preferred name by others is an important element in inclusivity.

PURPOSE:

In the spirit of inclusion and diversity, to which CMU is strongly committed, CMU wishes to allow students, faculty, and staff to use a preferred first name that differs from their legal name. This alternate/preferred/chosen name can be used for certain purposes and records in the course of CMU business, communication, and education. There are circumstances, however, where the person's legal name remains appropriate and must continue to be used.

DEFINITIONS:

Legal Name: A person's name that is used for official government or other documents, including but not limited to birth certificates, passports, state ID cards, drivers licenses, and the like.

Preferred Name: An alternative to a person's Legal Name, as designated by that individual in CMU's systems.

POLICY:

It is the policy of CMU to allow an individual to use a name that is different from their Legal Name. This includes individuals who prefer to use:

- A middle name instead of a first name
- An anglicized or indigenous name
- A name to which the individual is in the process of legally changing;
- A name that better represents the individual's identity

CMU will implement procedures that will allow individuals to indicate their alternate/preferred/chosen name to the CMU community, as long as the alternate/preferred/chosen name is not for the purpose of misrepresentation.

Authority: Robert O. Davies, President
History: New Policy 2018-12
Indexed as: alternate name; chosen name; legal name; preferred name

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The alternate/preferred/chosen name will be used consistently across internal CMU communication and reporting systems, as long as there is no legal or business requirement to use the Legal Name.

An alternate/preferred/chosen name must not be vulgar, offensive, or obscene; cannot create confusion of the individual with another person; or otherwise constitute misuse or abuse as defined by this or any other applicable CMU policy. An alternate/preferred/chosen cannot be used for the purpose of misrepresentation and must otherwise comply with all CMU policies, including the Code of Student Rights, Responsibilities, and Discipline.

An alternate/preferred/chosen name will appear instead of the Legal Name in the CMU online directory, on CMU ID cards (along with a global ID), on all Blackboard or other CMU-supported Learning Management Systems, all degree auditing reports, class rosters, internal scheduling systems, and other systems employed by the University for conducting essential business functions as appropriate.

Individuals who update their alternate/preferred/chosen name according to this Policy after being issued an ID card may request a replacement card.

The legal name will be used by CMU only when it is required for purposes including but not limited to business, legal, or external reporting purposes, such as student accounts, financial aid documents, official transcripts, immigration documents, police records, student conduct records, medical and health records, payroll, and professional licensure records. The previous list is not exhaustive.

To ensure accurate records, individuals should routinely identify themselves if using an alternate/preferred/chosen name, and when identifying, referring to, or requesting about others should use that individual's alternate/preferred/chosen name, as well as that individual's global ID, if appropriate.

PROCEDURE:

CMU uses multiple systems and applications to manage its operations and processes. Where appropriate, CMU systems and applications will be modified to display only the alternate/preferred/chosen name. This modification process will be implemented as soon as is practicable.

PLACES WHERE ALTERNATE/PREFERRED/CHOSEN NAME MAY BE USED:

- University issued email address
- University issued Global ID
- Unofficial Transcript
- On-Campus Housing Rosters
- Sponsored Clubs, Organizations, Activities and Programs
- CMU ID card/badges
- News Releases
- Online Directory Listing
- Blackboard, Class, and Photo Rosters
- Grade Submission Reports
- Advisee Reports
- Degree Audit Reports
- Study Abroad Registration
- Orientation Scheduling
- Course Evaluation
- Wellness Programs
- Applicable Internal Surveys
- Diplomas

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- Athletic and Intramural rosters
- Music and Theater related event programs.
- Publicity materials for official University sanctioned events.
- Other University events, publications as determined.

PLACES WHERE LEGAL NAME MUST BE USED:

- Contracting and Purchasing
- Official Notice of Admission to the University
- Official Employment Notifications
- Bills, Student Account Statements
- Financial Aid Records
- Verification Requests and Enrollment Enquiries
- Official transcripts
- Immigration Documents
- Police Records
- Medical and Insurance Records
- Student Conduct Records
- Payroll
- Professional Licensure Records
- Student Disability Services Records
- Compliance with Subpoenas
- Compliance reporting for internal and external auditing processes.
- Compliance reporting requirements as mandated by the State of Michigan.
- Compliance reporting requirements as mandated by authorized entities of the United States Government.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.