

 Prescott College	Policy Number: 820	
	Policy Category: Ethical & Responsible Conduct Policies	
	Preferred Name	
	Policy Summary: <i>This policy allows for the use of a preferred name different from a legal name.</i>	
	Approval Date: 1/1/22	Effective Date: 1/1/22
Policy Owner: <i>Chief Operating Officer</i>	Scheduled for Review: <i>Spring 2027</i>	

Policy Statement

Prescott College recognizes that faculty, staff, and students may use names other than their legal name to identify themselves. Prescott College is committed to providing a safe, respectful, and inclusive environment for queer, transgender, and gender non-conforming members of our community by ensuring that people feel free to express their identity in the College’s Information Technology systems and the College’s general environment. Other Examples of times where people may use a preferred name include, but are not limited to, people who use their middle name instead of their first name or people who use nicknames of a legal name.

The College allows students to use their preferred name and gender in school records regardless of documentation, sex assigned at birth, or medical history. Students are not required to have legal documentation changes or professional recommendations to change this information. A student’s correct gender and chosen name should be used and respected without documentation in all situations. A student’s legal name (that differs from their chosen name) should only be shared with necessary administrators and authorities if required by policy or law and should be kept private in all other cases. A simple documented system should be put in place and all registrar staff should be trained in handling official name changes for students who wish to do so.

The policy uses the term “Preferred” names throughout. A person may prefer to be known by a shortened name or a nickname. Alternatively, a person may choose to be known by a different name. The FAQs section at the end of this policy uses the terms “preferred name” or “preferred name use.”

Here are examples of when a preferred name can and cannot be used. These lists are not all inclusive and evolve over time.

Examples of Where the Preferred Name CAN be Used:

- MyClassroom (Moodle)
- MyPrescott (Student/Faculty/Staff Hub)
- Student College Email or Faculty/staff College Email
- College Directory
- Other Correspondence
- ID Cards

- Starfish
- Yavapai County Library Network System
- Diploma

Examples of Where the Preferred Name CANNOT be Used:

- Financial Aid documents
- Payroll
- Billing records
- Medical records
- Federal Immigration documents
- Non-Resident Visas and supporting documentation
- Tax forms such as: W2, 1095C, 1099s, and 1098-Ts
- Checks and direct deposit files issued by Accounts Payable or Payroll
- Student loan documents
- Transcripts
- Degree verifications
- Enrollment data

Reason for Policy

The College recognized that some members of the college community prefer a name different than their legal name.

Responsibilities

For following policy:	All employees and students
For enforcement of policy:	Chief Operating Officer
For oversight of policy:	Chief Operating Officer
For procedures implementing the policy:	Department of Information Technology, Registrar
For notification:	Policy Librarian

Procedures

1. *Do I have to specify a preferred name?*
No, you do not have to specify a preferred name. This is an option for people who wish to use a name other than their legal name to identify themselves. If you use your legal name, you do not need to specify a preferred name.
2. *Can anyone select a preferred name?*
Yes. This option is available for all current students, faculty, staff.
3. *How do I request the use of my preferred name?*
Current students and employees can request a preferred name by using the "Preferred Name Registration" form (TO BE DEVELOPED)

4. *Can I use my preferred name for everything at Prescott College?*
Prescott College will strive to use your preferred name where possible. However, there are situations that require the use of your legal name will continue to be used in business and other processes that require use of a legal name. Examples of where your legal name is necessary include but are not limited to the following.
5. *Where will my preferred name appear?*
College IT in coordination with the other College student support services will strive to use your preferred name wherever legal name is not required.
6. *Can I change my preferred name to whatever I want?*
The College assumes that a person has carefully chosen their preferred name after careful consideration. Furthermore, the College assumes that the person is of good intentions and is keeping the College community's best interests in mind. Consequently, the College does not anticipate having to reject or deny a name change request. However, the College does reserve this right. Cases in which a preferred name may be rejected include name changes used to avoid legal obligations or for illegal purposes. Preferred names that include offensive or derogatory language. Furthermore, non-alpha characters or other special characters may cause issues if used in some systems. Therefore, preferred names that contain these special characters may have the characters omitted or the whole name rejected.
7. *How do I Cancel/Revoke/Delete my preferred name?*
Current student or employee who has submitted a preferred name request and later decide to revert to their legal name or a different preferred name must file another "Preferred Name Registration" form.
8. *How do I change or correct my legal name at Prescott College?*
Current students need to contact the Registrar's Office for information about changing their legal name. While staff need to contact College Human Resources for information about changing your legal name or other personal information. In both cases, you will need to provide appropriate documentation.

Revision History