Meeting Synopsis:

1. Call to order
2. Approval of the agenda
3. Approval of the minutes from May 9th, 2016
5. Update on Access to Tableau and our request to Provost
6. Sub-Committee Report on Faculty and Student Life and Safety
7. Sub-Committee on EAI Climate at UW
8. Preferred Name Initiative Review and Suggestions
9. Good of the order
10. Adjourn

1) Call to order

The meeting was called to order at 12:30 p.m.

2) Approval of the agenda

The agenda was approved as written.

3) Approval of the minutes from May 9th, 2016

The minutes from May 9th, 2016 were approved as written.

4) Beth Kalikoff: Review Evaluating Teaching in Tenure and Promotion revisions

Beth Kalikoff (Director, Center for Teaching & Learning) was present to provide updates on revisions to the draft Guide for Evaluating Teaching in Tenure & Promotion Cases (Exhibit 1). She explained the Guide has been revised in accordance with feedback from several bodies including faculty councils. She noted the Provost has stated he would like the document to be reviewed and endorsed by several bodies (including relevant faculty councils) before it is published. Kalikoff added that the Faculty Council on Teaching and Learning (FCTL) has approved the guide pending the addition of language relating to the use of student evaluations.

Kalikoff reminded the council that the Guide has three sections: Self-Assessment, Student Evaluations, and Peer Evaluations. She noted the bulk of the changes that have been made relate to the introduction and Student Evaluations, and the Self-Assessment & Peer Review sections are now more “audience-focused” in their presentation.
There was some discussion of faculty peer reviews. A member noted faculty trainings for best practices while conducting peer reviews should be universally offered at the UW, also noting that every department must be setting clear standards. Kalikoff explained that to have a robust and appropriate method of assessing teaching, there must be a clear rubric, criteria, describable observations, and so on.

After a vote was taken, the draft Guide for Evaluating Teaching in Tenure & Promotion Cases was unanimously endorsed by FCMA/FCWA.

There was some discussion of how to aid in cementing the Guide as a well-used university resource. Allen (president’s designee) explained his office runs leadership trainings, and he noted one of these trainings might be used to introduce and encourage use of the Guide to all those attending, which includes deans and chairs. There was some discussion of drafting a Class C resolution encouraging faculty-use of the Guide to bolster its effectiveness and use around the university. Kalikoff noted she would be willing to aid in drafting of this resolution, after a question.

5) Update on Access to Tableau and our request to Provost

Chapman explained that in a recent Senate Executive Committee (SEC) meeting, senior administration stated that increased access to the Faculty Demographic Tableau Dashboard will be granted at the UW in the fall of 2016. She thanked the council for their work to secure a broader release of the data (the dashboard is currently only available to select university councils and committees).

There was some discussion of the reasoning for waiting to release the data until after summer. The rationale was not known to be stated in the Senate Executive Meeting. There was some discussion of the legal rational given in the past, which was based in the fact that individuals in smaller departments could easily be identified through analysis of the data, compromising their anonymity. The council expressed an interest in receiving a legal determination relating to that argument.

A member noted another higher education institution in Texas recently released its faculty demographic data to the public. There was some discussion of the advantages of having access to the data, including identifying UW departments who have excelled at hiring and retaining a diverse faculty base, then using their hiring models to provide an example to others.

After some discussion, the council identified two follow-up tasks:

1. Request a formal explanation as to why the data would not be released until fall 2016
2. Attempt to get further information from the UW Branch of the Attorney General on the legitimacy of the “anonymity legal argument”

A vote was taken in support of these actions; approved.

6) Sub-Committee Report on Faculty and Student Life and Safety – Review Resolution and vote on "Sexual Assault Resolution" and any other business (Exhibit 1) (Exhibit 2)

Prager and Nolan presented two draft Class C resolutions titled “Resolution Concerning Faculty Power to reform Sexual Assault Resources at UW” and “Resolution Concerning Faculty and Staff Training on the Dynamics of Sexual Assault and Relationship Violence Among Students and How to Support and Refer Students Who Disclose (Exhibit 1) (Exhibit 2).
A member noted the Faculty Appeal Board (FAB) is stated incorrectly in the “Faculty Power” resolution. There was some discussion of the function of this body in university student misconduct cases relating to Title IX, and that the body is not necessarily “victim-centered.”

Allen explained that some of the issues addressed in the resolutions are currently being looked at by the UW Community Standards and Student Conduct (CSSC) office, and the subcommittee should consult with them. Chapman agreed and noted FCMA/FCWA should be involved in the discussions concerning revising of the FAB.

Prager noted the two resolutions are not wholly complete as of yet. More revisions were offered after a close reading of the “Faculty Power” resolution; it was noted Melissa Tumas has moved to a different university office, and a revision is needed; it was agreed that all names should be stricken from the resolution, and potentially replaced by position titles; it was noted the resolution should include “by the end of fall quarter” at the end of the first Be It Resolved clause; it was noted the “Resource Board information” requires revision, as well. After discussion, it was agreed the document would be revised in accordance with the recommendations stated.

There was a vote to approve the “Faculty Power” Class C resolution. The resolution was approved.

There was then discussion of the “Faculty and Staff Training” resolution. Shaffer noted the preamble in the document is similar to the prior resolution. It was noted Tumas might have information on the citation question in the first Whereas clause. “By the end of fall quarter” was again selected for inclusion at the end of the first Be It Resolved clause. Chapman explained the second Be It Resolved clause may need a “point person” to see the work through. Prager noted the language would be changed to “recruit a designated point person.”

There was a vote to approve the Class C resolution on “Faculty and Staff Training;” it was approved by a majority of voting members.

7)  Sub-Committee on EAI Climate at UW – report and any other business

Lo noted the Law School Diversity Plan template is finished, though she is not sure what next steps to take to formalize and approve it for university use. She explained the subcommittee is now requesting direction on ways to elevate the document.

Lo noted the previously reviewed “Black Lives Matter Class C Resolution Metrics” can be aligned with UW faculty demands relating to the topic. Discussion was truncated due to time constraints.

8)  Preferred Name Initiative Review and Suggestions

Helen Garrett (University Registrar, Office of the Registrar) noted UW students will now be allowed to use names of their choosing on non-legal documents, after a recent change. She provided a brief to the council on the change (Exhibit 3). She noted UW-IT is working on a website titled Identity@UW, which will provide an online resource to students looking to change to a preferred name.
Garrett noted students using their preferred names will have them linked to their legal names as a precaution. She explained the Faculty Council on Academic Standards (FCAS) has approved adding language to cement the change into a chapter of the UW Scholastic Regulations.

A member asked about the process if someone wanted to change their name to something inappropriate, crude, sexist, racist, etcetera. Garrett noted there is a statement in the new policy addressing that issue: “we reserve the right to disallow use of names if they are harmful.” Garrett added that gender will be taken off of class lists.

Garrett explained other changes of the same vein are also coming, and the university is simply beginning with preferred names.

The council expressed support for the change and thanked Garrett for presenting.

9) Good of the order

Nothing was stated due to time constraints.

10) Adjourn

Chapman adjourned the meeting at 2:00 p.m.

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: Faculty: James Carothers, Rachel Chapman (chair), Delphine Yung, Joseph Babigumira, Micheal Fialkow, Sarah Prager, Michele Shaffer
Ex-officio representatives: Maureen Nolan, Elloise Kim, Francesca Lo
President’s designees: Chad Allen, Susan Camber
Guests: Bath Kalikoff, Helen Garrett

Absent: Faculty: Bonnie Duran, Whasun Chung, Geethapriya Thamilarasu, Tessa Evans-Campbell, Sadaf Bhutta
Ex-officio representatives: Jill McKinstry, Patricia Devine, Haylee Milikan, Ada Onyewuenyi, Katie Woods

Exhibits
Exhibit 1 – Resolution Concerning Faculty Power.pdf
Exhibit 2 – Resolution Concerning Faculty and Staff Training.pdf
Exhibit 3 – Preferred Names Project Implementation Plan.doc
Title: Resolution Concerning Faculty Power to Reform Sexual Assault Resources at UW

WHEREAS sexual assault is a serious problem at UW, reporting of the crime of sexual assault is extremely low and post assault care seeking resources inadequate based on need; and

WHEREAS, according to 2011 and 2014 Health and Wellness surveys, similarly to national rates, an estimated 20% of the University of Washington’s approximately 40,000 students will experience some form of sexual assault during their time as students at UW (± 2,000 students), yet in 2011, only 32 students reported rape to the UWPD, in 2012, 13 students reported, and in 2013 only 9 students reported to the UWPD; and

WHEREAS, just and supportive post-sexual assault resources and prosecutorial processes are a right of all UW students, as upheld by Title IX [5]; and

WHEREAS, the faculty appeals board, as defined by WAC 478-120-100, shall serve as a review body only, and whereas "board members may be disqualified from a particular formal hearing for bias, prejudice, conflict of interest, or any other reason which may prevent them from serving as impartial judges of the matter before the board", yet have failed to adequately train members or provide justice to either proposed duties or survivors [9]; and

WHEREAS, in relation to key peer institutions this training opportunities and requirements gap constitutes a significant deficit causing us to lag behind in our capacity to achieve and maintain excellence amongst students and faculty alike, there exists a deficit in training opportunities and training requirements for faculty and students alike; and

WHEREAS, there is a national groundswell of awareness of the need and demand for preventive, as well as improved post, sexual assault resources across public and private universities, the University of Washington has been lax in enhancing partnerships between faculty, staff and students in the areas of support and prevention;

BE IT RESOLVED THAT:

1. By the end of xxx quarter, UW leadership shall commit appropriate resources, staff, faculty and students to convene a Sexual Assault Prevention and Resource Review Board: that will prepare an assessment and plan of action for reforming preventative and post sexual assault resources at UW, especially the Faculty Appeals Board (FAB);

   a. The Sexual Assault Prevention and Resource Review Board will be led by Melissa Tumas, Allison Messenger? Dana Cuomo? and include two members of the joint FCWA/FCMA subcommittee on sexual assault, and other individuals appointed by the UW leadership in collaboration with Tumas and ??, including but not limited to: ASUW Director of
University Affairs, the Director of Sexual Assault and Relationship Violence Activists (SARVA), and appointed liaisons from each commission under the ASUW Joint Commission Committee (JCC).

b. The Sexual Assault Prevention and Resource Review Board will specifically assess the look at reforming the Faculty Appeals Board regarding process transparency, training for FAB members, and oversight of the FAB process goals and actual results; and

c. Based on that assessment, the UW leadership shall commit to a flexible plan of action to reform the faculty appeals board, increase transparency of resources for survivors, increase training requirements for faculty staff and students, and enhance partnerships with transparent action steps, reporting cycle and accountability structure that is at least competitive with peer institutions; and

d. The above plan of action shall draw on all best practices and expert resources at the UW; and;

e. In order to complete this assessment and action plan using best practices, UW leadership will work in collaboration with the Sexual Assault Prevention and Resource Review Board that includes faculty, staff and student representation that has well-articulated duties, scope of power, and reporting structure to be engaged at each stage of assessment, planning, implementation and evaluation.

References:

FCMA / FCWA Draft: Resolution Concerning Faculty and Staff Training on the Dynamics of Sexual Assault and Relationship Violence Among Students and How to Support and Refer Students Who Disclose

WHEREAS, personal safety on the University of Washington campus is of paramount importance to students, their parents and the faculty and staff; and

WHEREAS, sexual assault is a continuing and serious problem on university campuses, including the University of Washington where according to 2011 and 2014 Health and Wellness surveys [citation?], an estimated 20% of the University of Washington’s approximately 40,000 students will experience some form of sexual assault during their time as students at UW (+ 2,000 students); and

WHEREAS, according to the CDC [1] the immediate psychological consequences of sexual assault such as, shock, denial, fear, confusion, withdrawal, shame, distrust, and symptoms of PTSD are profound and can impact the victim’s reasoning when seeking care; and

WHEREAS, faculty, teaching assistants, and academic advisors may be seen by students as a University authority figure or furthermore as a “responsible employee” under Title IX [2] and therefore an appropriate person to whom they should disclose their assault; and

WHEREAS, few faculty, teaching assistants or academic advisors fully understand their role as “responsible employees” under Title IX and/or are trained in the steps or systems to appropriately support and refer a victim of sexual assault;

BE IT RESOLVED THAT,

1. By the end of xxx quarter, UW leadership shall require mandatory education and training for all faculty and staff in the awareness and prevention of sexual assault and relationship violence among students and how to support and refer students who disclose; including a provision for continuing education/renewal of training; and

2. Select or recruit volunteers from every college/school/department to be trained as student advocates to facilitate initial evaluation and treatment for victims of sexual assault, as well as to help guide the victims through their options for campus or police reporting. These individuals shall also serve as the point person through the entire progression of initial assessment through completion of the disciplinary process; and

3. Work to enhance partnerships of faculty, staff, students and structured support resources on campus to better support survivors, and work to create a survivor-centered culture of sexual assault-prevention and restorative justice; and

4. Increase faculty involvement in the prevention of sexual violence through education by including: syllabus statements, references to UW support resources, seminars, and bystander intervention included in the curriculum; and
5. Work to enhance partnerships of faculty, staff, students and structured support resources on campus to better support survivors, and work to create a survivor-centered culture of sexual assault prevention and restorative justice.

6. Select or recruit volunteers from every college/school/department to be trained as student advocates to facilitate initial evaluation and treatment for victims of sexual assault, as well as to help guide the victims through their options for campus or police reporting. These individuals shall also serve as the point-person through the entire progression of initial assessment through completion of the disciplinary process.


“A person’s name is to that person, the sweetest, most important sound in any language”

– Dale Carnegie

Preferred Names Project Implementation Plan

What is being proposed?

After five years of substantial research on the Preferred Name project by the University of Washington Information Technology team and by reviewing the insights from AAU registrars who have implemented offering students the option to use a preferred name in a wide variety of applications, UW-IT and the Office of the University Registrar are now ready to proceed with a phased in implementation plan.

This plan addresses the use of legal and preferred names for students and does not cover individuals who are solely employees. Human Resources would be responsible for the management of legal and preferred names for employees.

Why allow students to use preferred names?

Allowing students an option to have their preferred names displayed in select applications provides a respectful learning environment and supports the University’s Diversity Commitment:

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

Students have many reasons for asking to have their preferred names, over their legal names, displayed on non-legal documents:

- Pending legal divorce proceedings and wanting to change their name
- Students who use a nickname or middle instead of their legal first name
- Transgender name preference
- International students desiring “Western” names
- Protection/safety from other students knowing one’s identity
We would also be joining an impressive list of 151 colleges and universities, including Stanford, UCLA, Berkeley, Michigan, Chicago, and New York University, across the nation that have preceded the University of Washington with their student preferred names implementation. See the full list at: https://www.campuspride.org/tpc/records/. Note: The University of Washington is included because we allow preferred names on our student directories, but we have not taken this to applications beyond this.

**Can’t UW students already provide a preferred name?**

Yes, members of the University community who wish to use a different name in place of a legal name UW may identify a preferred name at Identity.UW. When setting a preferred name, a person gives permission for that name to be used in any UW system. Currently, only the UW directory is displaying these preferred names.

The data collected consists of preferred first name, middle name and last name. There is a limit of 64 characters for each name and an overall limit of 80 characters for all three names.

References:


Identity.UW: [https://identity.uw.edu/](https://identity.uw.edu/)

Set Your Preferred Name: [https://identity.uw.edu/id/](https://identity.uw.edu/id/)

**What is being proposed in terms of documents/forms needing a legal name vs. those allowing a preferred name instead?**

There are a number of proposed guidelines related to the use of preferred names for students:

- Legal name changes are made by providing government issued documents only
- Preferred and legal name changes are initiated by the students only
- Preferred names may include student selected first, middle, last, or complete names only
- Students would have to submit a preferred name before the 10th day of each quarter to have the preferred name displayed on class lists, photo class lists, and Canvas

**Legal Name vs. Preferred Name Use**

We suggest that the following documents and sources continue to use a student’s legal name only. Students provide their names at the point of admission. The Office of the University Registrar processes
formal legal name changes which occur when formal government issued document such as a driver’s license, passport, marriage or divorce certificate are presented along with a name change request form.

Legal Name Documents/Sources

<table>
<thead>
<tr>
<th>Official UW transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unofficial transcripts</td>
</tr>
<tr>
<td>Student accounts</td>
</tr>
<tr>
<td>Financial aid</td>
</tr>
<tr>
<td>Any certification or verification</td>
</tr>
<tr>
<td>Institutional Reporting</td>
</tr>
<tr>
<td>Student employment, Human Resources records</td>
</tr>
<tr>
<td>Student employment, Payroll records</td>
</tr>
<tr>
<td>Immigration/SEVIS documents</td>
</tr>
<tr>
<td>Diploma</td>
</tr>
</tbody>
</table>

We suggest that we begin work to provide students with the option of displaying a preferred name, instead of a legal name on the following documents/sources. The implementation could take place in the stated priority order. If provided, the preferred name would appear on these documents/sources.

Preferred Name Documents/Sources (current systems where preferred or legal name identify a student)

<table>
<thead>
<tr>
<th>Application/System</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class lists</td>
<td>Preferred Name</td>
</tr>
<tr>
<td>Photo Class lists</td>
<td>Preferred Name</td>
</tr>
<tr>
<td>Canvas</td>
<td>Preferred Name</td>
</tr>
<tr>
<td>Grade Book/GradePage</td>
<td>Preferred Name</td>
</tr>
<tr>
<td>MyPlan</td>
<td>Preferred Name</td>
</tr>
<tr>
<td>MyUW</td>
<td>Preferred Name</td>
</tr>
</tbody>
</table>
MyGrad  | Preferred Name | 7
---|---|---
UW Directory  | Preferred Name | 8
Electronic Academic Records System (EARS)  | Preferred Name | 9
Degree Audit Reporting System (DARS)  | Preferred Name | 10
Commencement book  | Preferred Name | 11
Thesis and dissertation publication  | Preferred Name | 12
Dean’s list, letters, and certificates  | Preferred Name | 13
Advance system  | Preferred Name | 14
Student Web Services/Personal Web Services  | Preferred Name and Legal Name | 15

Preferred Name and Legal Name. Students could have the option to post both preferred and legal (on back of card) or just preferred name on front of card.

Husky ID Card - Student  | Preferred Name and Legal Name | 16

If faculty approval is secured, how will news of this reach the faculty and student community at UW-Seattle, UW-Bothell, and UW-Tacoma?

**Communication/Stakeholders**

AAU Universities who have preceded the University of Washington in providing students with the option of using their preferred names, instead of their legal names, in a variety of applications have all reported that this was well-received by students and their university communities. By moving ahead with this implementation plan we will be honoring the requests made by ASUW and individuals for a number of years.

The communication plan could include:
● Executive leadership at all three campuses will communicate to faculty and staff supporting the project launch. Potential to incorporate launch of class lists displaying preferred names, beginning Autumn quarter 2016, as part of executive leadership’s continuing support of Race and Equity Initiative.

● Office of the University Registrar email to all currently enrolled students outlining plans to begin implementation Autumn 2016 with class lists. Instructions on process provided. UWB and UWT registrars to communicate to their respective faculty.

● Office of the University Registrar email to all faculty outlining plans to begin implementation Autumn 2016 with class lists. Instructions on process provided. UWB and UWT registrars to communicate to their respective faculty.

● Office of the University Registrar email notification specifically to ASUW, the Office of Student Life, and the Q Center

● Office of the University Registrar email to all UW-IT implementation and department stakeholders

● University Registrar interviews with The Daily

● Office of the University Registrar introduction of a new Preferred Names FAQ website

What faculty approved policies and procedures need to be approved and amended?

Policy/Procedural Requirements

The following policies and procedures would need to be updated to reflect the implementation of preferred names. The University Registrar, in consultation with Rebecca Deardorff, President’s Office, has identified the following three references to update:

1. FCAS approval of an addition to the Student Governance and Policies, Scholastic Regulations, Chapter 102

   Proposed insertion for FCAS:

   Statement at the top of the chapter to read.

   The University of Washington provides students with the opportunity to have a preferred name displayed on non-legal documents and applications, such as class lists and advising tools.

2. Development of new Preferred Names website – Office of the University Registrar
**Preferred Names Guideline 1029**

[https://wiki.cac.washington.edu/display/infra/Preferred+Name+Guide](https://wiki.cac.washington.edu/display/infra/Preferred+Name+Guide)

**Purpose**

This guideline defines data management practices for the administration and appropriate use of preferred names.

**Overview**

Many members of the University community use a name other than their legal name to identify themselves. It is the name they go by and the one by which they prefer to be recognized and addressed. In order to serve a diverse community and foster a welcoming and supportive environment, the University should acknowledge the importance of choice of a preferred name. To do so requires data management practices that collect an individual's preferred name separate from the individual's legal name, so that each can be used where it is most appropriate. In general, legal names should be used in contexts where the UW has a legal obligation or other requirements to identify a person by means of a legal name. In contrast, preferred names should be used where there is no obligation to use a legal name. By differentiating between preferred and legal names, the University can enable use of names based on business need, individual preference, and align the governance of name data with the values, principles, and goals of the UW.

**Definition**

A preferred name is a name some people use to identify themselves in the University community instead of using their legal name.

A preferred name tells others how a person prefers to be recognized and addressed.

A preferred name is collected, managed, shared, and used for purposes where the University has no compliance or other regulatory requirements to use a legal name.

**Guidelines**

The University allows all registered members of its community to manage a preferred name. For individuals whose privacy preferences require greater confidentiality, the management of preferred names should be aligned with the management of privacy preferences to improve usability and transparency on how preferred names and other personal information will be combined, shared, and used.

The University may constrain the collection of preferred names to a set of distinct name data components including, but not limited to, first name, middle name, and last name. The University will
periodically evaluate additional and/or alternate name data components in order to enable more choices of preferred names.

The University may constrain preferred names to a subset of possible characters in order to control costs and complexity and to enable the use of preferred names in as many contexts as possible. The University will periodically evaluate the pros and cons of modifying the allowed character set to enable more choices of preferred names.

The University shall endeavor to use a preferred name for purposes where there is no obligation to use a legal name. The University may continue to use a legal name in some contexts where use of a preferred name is not feasible due to cost or other reasonable justification.

The University shall endeavor to use and display preferred names in the format provided, preserving individual preferences for uppercase, lowercase, and other formatting.

The University administers preferred names in ways that support individual preference while maintaining standards of conduct that safeguard business functions and protect the rights and freedoms of all members of its community. System operators and others using preferred names should report cases of possible misuse (e.g., offensive language, misrepresentation, passing off, avoidance of legal obligation) to help@uw.edu.

Ideally students at the University of Washington should be able to have their preferred names displayed when a business reason does require the displayed name be one’s legal name. This provides a respectful environment for students and allows them to be called by the name that honors their personal preference.

**If the plan is to roll out allowing preferred names on class lists and class photo rosters, what steps would occur to put this into practice?**

**Steps for Implementation for Class Lists Preferred Name Display – Autumn 2016 or Winter 2017**

1. Approval and support from Provost Baldasty
2. Approval from Faculty Senate and FCAS for updated Scholastic Regulations
3. Coordination with UW-IT on implementation to provision preferred names on class lists
4. Notification out to all communication stakeholders
5. Policy statement on Preferred Names use for students posted on Office of the University Registrar Preferred Names FAQs page
6. Instructions for students and staff on how to arrange for preferred names to be presented on class lists posted on Preferred Names FAQs page.
Appendix A

Models for Preferred Name FAQs:

Harvard University

http://www.registrar.fas.harvard.edu/name-changes-preferred-names--gender-pronouns-gender-marker

University of Michigan

http://www.itcs.umich.edu/itcsdocs/r1461/#faq

University of Oregon

https://registrar.uoregon.edu/current-students/name-address-and-ethnicity-changes

McGill

https://www.mcgill.ca/students/records/address/preferred/faq

Ohio University

https://www.ohio.edu/registrar/preferred-names-faqs.cfm

Appendix B

Examples of Preferred Name Policies:
The university recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the university acknowledges that a "preferred name" can and should be used wherever possible in the course of university business and education.

Therefore, it is the policy of the university that any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the university's information systems with a preferred name in addition to the person's legal name. It is further understood that the person's preferred name shall be used in all university communications and reporting except where the use of the legal name is required by university business or legal need.

The individual is free to determine the preferred name he or she wants to be known by in the university's information systems. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request.

The university recognizes that many persons use first names other than their legal names to identify themselves. As long as the use of this preferred first name is not for an improper purpose, is not restricted by state or federal law and does not have an impact on the ability of the university to comply with state or federal law, the university will use "preferred first name" when possible in the course of university activities.

Therefore, it is the policy of the university that any current or former student or employee may choose a preferred first name in addition to that person’s legal name listed within the university’s information systems. The person's preferred first name shall be used in university communications and reporting except where the use of the legal name is required for university purposes. (Please refer to FAQ for further details)

The university reserves the right to remove a preferred name if it is used improperly, including but not limited to avoiding legal obligations or misrepresentation.