



<b>Policy Title:</b> Chosen Name Policy	
<b>Created:</b> August 2021	<b>Policy Approved:</b> September 9 <sup>th</sup> 2021
<b>Review:</b> As needed	
<b>Responsible:</b> CORE team	
<b>Employee Contact</b> AVP Diversity Equity and Inclusion	

**Purpose:** The chosen name policy is part of our ongoing and conscious efforts to embrace diversity, equity and inclusion at Gwynedd Mercy University, and stemming from our mission and values to respect the dignity of each person. The university has adopted a process that enables students, faculty, staff and alumni who identify themselves by a name other than their legal name to use a chosen name for university records and systems that do not require use of a legal name.

**Scope:** This policy applies to all students, faculty, staff, and alumni of Gwynedd Mercy University.

**Definitions:**

(a) Chosen Name – A chosen name is an alternative to the individual’s legal name as designated by the individual in university systems.

(b) Legal Name – A legal name is the name a person uses for official governmental documents, such as licenses, passports, and tax forms.

**Policy:** Students, faculty, staff, and alumni who identify themselves by a name other than their legal name may request use of a chosen name. Chosen name will appear in the following locations: Student ID card (including transactions made using your card), Student email and network log in, Self-Service, and Blackboard.

Students, faculty, and staff are expected to refer to individuals by their chosen name unless otherwise requested by that individual. The intentional or persistent refusal to utilize an individual's chosen name is in violation of university policy and may result in disciplinary action. All suspected violations of the chosen name policy should be reported to the Office of Diversity, Equity, and Inclusion.

**Additional Information:**

When there is a chosen name (first, middle and/or last) on record, the legal name will be used by offices that require use of legal name for business, regulatory, legal, and external reporting purposes including, but not limited to: student bursar accounts, financial aid documents, official transcripts, federal immigration documents, police records, conduct records, medical and health records, payroll, and professional licensure records. Where feasible, offices that require the use of the legal name will maintain a record of both legal and chosen name to strive for use of chosen name where possible.

To ensure accurate records, students, faculty, and staff also should routinely identify themselves with their chosen name and ID number. When identifying, referring to, or requesting information about others, students, faculty, and staff should use the chosen name of the other individual as well as the individual's ID number.

Faculty, staff, or students who update their chosen name after being issued an identification card may request one replacement card at no cost, as long as they turn in the previous ID card.

The university reserves the right to remove a chosen name if it contains inappropriate or offensive language or is being used for misrepresentation.