

**Subject:** Recommendation and Comments on the Policy on the Use of Legal and Preferred Names  
(draft dated November, 1, 2018)

**Date:** Approved by the University Senate – November 28, 2018

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The University Senate recommends that the University adopt policies and practices that allow an individual member of the University Community to be known by, and identify themselves, by a preferred name.

The comments below were compiled from input provided by members of the Senate. The submission of these comments to the Administration does not constitute an endorsement of each comment by all members of the Senate. Rather, these comments are provided for consideration of the Administration in the adoption of a working text for, and implementation of, the Policy.

- **I. Definitions**

1. Legal Name

*Comment:* A person may have more than one legal name on record with different agencies/levels of government and/or on different legal documents. To clarify the definition, a non-exhaustive list of documents that can be used to establish a legal name for use by the University should be listed.

- **III: Designation and Use of Preferred Name**

1. "...student may apply to the Office of the Dean of Students ...[,] Employees ... to the Division of Human Resources.

*Comment:* The Policy should specify that the respective offices will designate an individual point of contact for such applications who is properly prepared to handle them. An application for a preferred name may involve personal and/or sensitive information, and thus calls for handling in a sensitive and personal manner. This comment also applies to other references to application to these offices in the Policy text.

*Comment:* What about volunteers, affiliates or contractors who may require a University ID card and/or NetID?

2. "If the application is accepted ..."

*Comment:* The Policy should stipulate that an application will receive a response within a reasonable time frame that is specified in the procedures for each unit responsible for implementation, and stated clearly to applicants upon application.

3. "An application for change of name may not be approved ..."  
*Comment:* Upon rejection of an application, the applicant should be notified of the grounds for the disapproval of the preferred name, and some process of appeal should be specified.
4. *Comment:* The list should include: (i) widely visible parts of systems and documents related to Human Resources, such as organizational charts; (ii) widely visible parts of financial systems, such as listings of workflow for transaction approval.
5. "Student ID card"  
*Comment:* Replace with "University ID Card", to include all persons issued a University ID card.
6. "Canvas", "Blackboard"  
*Comment:* Replace with "Learning-Management System".
7. "NetID" "Email address"  
*Comment:* Given that the NetID and University e-mail addresses are derived from the name of an individual, an individual using a preferred name would have a mismatch between the preferred name and these identifiers.
8. "Individuals wishing ... voluntarily disclosed."  
*Comment:* This text is not policy, but rather a warning to potential applicants for a preferred name. The policy should stipulate that this text is included in the application form for a preferred name.

● **IV. Use and Change of Legal Name**

1. *Comment:* Records that include an individual's legal name should, as a matter of utility, also include a preferred name. An individual's Campus-Wide Identification Number (CWID) provides a means to uniquely identify each individual. A legal name is not, by itself, sufficient to uniquely identify an individual.
2. "Diploma"  
*Question:* Can a preferred name be read aloud at Commencement or Convocation?
3. *Question:* How is a change/update of legal name made after graduation or separation from the University?