

Section:	VI.2.3	
Title:	Preferred Name Policy	
Effective Date:	August 1, 2016	
Approved By:	President	
Responsible Unit:	Office of Institutional Diversity (609) 771-3139; thomsok@tcnj.edu	
Related Documents:	N/A	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	August 1, 2016	New policy; initial release

I. INTRODUCTION

The College of New Jersey is committed to creating an inclusive campus environment. The use of a preferred name is an important option for faculty, staff, and students, as many community members use a first and/or middle name other than their legal given first and/or middle name to identify themselves. While individuals of all gender identities may benefit from a preferred name policy, the issue may be particularly important for transgender or gender non-conforming community members so that these individuals may be identified by a name in day-to-day academic and co-curricular operations that align with their gender identity.

The use of a preferred name should be used in as many College-Related Systems as possible, except where the use of the legal name is required by law (such as payroll, student financial services, etc.), consistent with best practices, or administratively expedient. Conversion of College-Related Systems will take place in a phased implementation.

II. DEFINITIONS

College-Related Systems: Internal data input, storage, and retrieval systems, whether electronic or manual, that provide infrastructure for record keeping, or the day to day operations of employee, academic, or student affairs.

Given name, first name, forename, or personal name: The name given to an individual, usually around the time of birth or adoption that is distinct from the surname.

Last name/surname/family name: The hereditary name common to members of a family, as distinct from a given name. In many Spanish-speaking and

Portuguese-speaking countries, two or more last names (or surnames) may be used, a first (i.e. paternal) surname, and a second (i.e. maternal) surname. In parts of Asia and other countries, the family name is placed before a person's given name.

Legal name: The name that identifies a person for legal, administrative and other official purposes. A person's legal name generally is the name of the person that was given for the purpose of registration of the birth and which then appears on a birth certificate, but may change subsequently through the appropriate legal process. The Legal Name will generally include a first and last name and may include one or more middle names.

Middle name or second, third (or other ordinal) name: one or more additional names often but not necessarily placed between the first given name and the surname. A middle name may be acquired at birth and appear on a birth certificate; or may be added later (sometimes in connection with an event such as confirmation) or converted from a last name (when a new last name is adopted) and appear on other legal documents such as a driver's license or voter registration card. The middle name is often abbreviated to the middle initial (the first letter of the middle name).

Preferred name: A preferred name is a first or middle or last name that is commonly used that may differ from a person's legal first or middle or last name, respectively and is the name that an individual prefers to be referred to in classes, work settings, and socially.

III. POLICY

The College of New Jersey recognizes that any faculty, staff, or student may choose to identify themselves within our community with a preferred first, middle and/or last name that differs from their legal first, middle and or last name. At the request of an individual, the College will endeavor to include the preferred name instead of the individual's legal first, middle and/or last name in College-related documents and instead of or in addition to the individual's legal first, middle and/or last name in College-related systems, except where the use of the legal first, middle and/or last name is required by law or policy or is administratively expedient.

Inappropriate use of the preferred name, including but not limited to misrepresentation or avoiding a legal obligation, may be cause for denying a request for a preferred name or canceling a previously granted request for a preferred name.

The College reserves the right to deny a request for a preferred name. Instances that may result in denial include, but are not limited to, the use of profane words or words that may otherwise be deemed offensive (e.g., ethnic slurs); names that

may be used for fraudulent purposes; cartoon or other commonly known fictional characters. Students requesting a name change must submit their request to the Office of Records and Registration. Employees requesting a name change must submit their request to the Office of Human Resources.