

**Effective:** January 22, 2018

**Human Resources Policy  
USE OF PREFERRED FIRST NAMES POLICY and PROCEDURES**

**Approved:** January 9, 2018  
President's Cabinet

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**Purpose**

The University recognizes that many members of its community use first names other than their legal names first provided to the University to identify themselves. For some students and employees, a chosen or preferred first name may be an important component of their identity. Therefore, the University has established this policy and procedures that allow students and employees to indicate their preferred first names to the University community even if they have not changed their legal names. While anyone is welcome to use a preferred first name, this option has been developed to respond to the needs of some international students and employees, transgender people and others who prefer the use of a preferred name for other reasons.

These may include individuals who prefer to use:

1. a middle or preferred name instead of a first name;
2. an anglicized name;
3. a name to which the individual is in the process of legally changing; or
4. a name that better represents the individual's gender identity.

**Important terms defined in this policy**

**Preferred first name** – A preferred first name is defined as an alternative to the individual's legal name as designated by the individual in university systems.

**Legal name** – A person's legal name is the name they use for official governmental documents, such as licenses, passports, and tax forms.

**Policy**

A student or employee's preferred first name will be used instead of the person's legal name in select University-related systems and documents as listed below. The legal name will be used in all University-related systems and documents related to official University records listed as follows:

Preferred first names will be used in the following systems and records:

1. Student or Employee Identification Cards
2. Online Phonebook Directory
3. Official Student Email Display Name
4. Official Employee Email Display Name
5. Class and Grade Rosters (for students and employees taking courses)
6. D2L
7. Most Student Center Navigation Panes
8. Most Employee Self-Service Navigation Panes
9. Press Releases
10. Social Media Sites
11. Other Venues, as appropriate

Legal names will continue to be used for official University records including, but not limited to the following:

1. Legal Documents and Reports Produced by the University
2. Student Account Statement (Bills)
3. Financial Aid and Scholarship Documents
4. Transcripts
5. Diploma
6. Enrollment Verifications
7. Degree Verifications
8. Student Employment Documents
9. Employment Verifications
10. Employment Documents
11. Paychecks, W2s, and other Payroll documents
12. Benefits Enrollment

Preferred first name requests will be denied or revoked when the name is deemed inappropriate including, but not limited to, avoiding a legal obligation, fraud, obscene language, or misrepresentation. Reports of such activity will be handled pursuant to University policies and procedures and applicable law. Depending on the individual and circumstances involved this could include the offices of Human Resources, Director of Judicial Affairs, Director of the Office of Diversity and Social Justice, Vice President of Academic Affairs, University Legal Counsel, and/or appropriate law enforcement agencies.

The University also reserves the right to suspend the individual's privilege to update their preferred first name given any conditions stated above.

## **Procedures**

1. For students, preferred first names will be reviewed and approved by the Office of the Registrar. In order to process a preferred first name request, submit the form

found online at <https://my5.millersville.edu/web/home-community/student>. Please note that students will only be permitted to change a preferred first name once per semester. Extenuating circumstances that require an additional change will be reviewed by the Register. A one-time waiver of the fee to update the Identification Card with the preferred first name will be provided. Subsequent changes will result in an applicable fee. Students may choose to restrict directory information, including the listing of their (legal or preferred) names when they submit the online application before the end of the first week of the semester.

2. For employees, preferred first names will be reviewed and approved by the Office of Human Resources. In order to process a preferred first name request, submit the form found online at ([insert designated website link when available](#)). Please note that employees will only be permitted to change a preferred first name once per semester. Extenuating circumstances that require an additional change will be reviewed by the Office of Human Resources. A one-time waiver of the fee to update the Identification Card with the preferred first name will be provided. Subsequent changes will result in an applicable fee. Employees may also choose to restrict the listing of their (legal or preferred) names in the online directory by contacting the Office of Human Resources at 717-871-4950.
3. For alumni, preferred first names will be reviewed and approved by the Office of Alumni Engagement. Alumni interested in using a preferred first name in alumni materials should contact the Office of Alumni Engagement by phone at 717-871-7977 or through email at [mualumni@millersville.edu](mailto:mualumni@millersville.edu).

## Appeals

1. Students or employees who feel their preferred first name change was denied unjustly due to discrimination may file an appeal with the Office of Human Resources, 717-871-4950 or online at [Human.Resources@millersville.edu](mailto:Human.Resources@millersville.edu).