

ADMINISTRATIVE POLICIES AND PROCEDURES

NUMBER:	840
SUBJECT:	PREFERRED NAME POLICY
AUTHORIZING BODY:	PRESIDENT
RESPONSIBLE OFFICE:	UNIVERSITY TECHNOLOGY SERVICES DEPARTMENT
DATE ISSUED:	APRIL 2018
LAST UPDATE:	NEW POLICY

RATIONALE: Oakland University (University) is committed to fostering an environment of inclusiveness and supporting students' preferred form of self-identification.

POLICY: 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 or a legal name is required by University business, policy or legal need, the University acknowledges that a "preferred name" will be used wherever possible. A phased implementation process will be employed to accomplish this goal, a tentative schedule can be found on the UTS website [here](#).

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. However, inappropriate use of the preferred name policy including but not limited to avoiding a legal obligation or misrepresentation and those preferred names that do not comply with university policies, and if applicable, the Student Code of Conduct may be denied. The University reserves the right to not accept a preferred name if it is deemed inappropriate, including a preferred name that is vulgar, offensive, fanciful, or creates confusion with another person.

SCOPE AND APPLICABILITY: This policy applies to all students (currently enrolled or alumni), faculty (active or retired), and staff (active or retired).



DEFINITIONS:

Legal name: The name the individual is given at birth and which appears in a birth certificate recognized by a government or other legal entity, or the name on a marriage certificate or government issued document (e.g., court order) on which a legal name change is recorded.

Preferred name: The name by which the individual wishes to be known, however, only the first name may be designated as the preferred name.

Examples:

- A shortened version of the full legal name may be used (for example, Catherine Jones to Cat Jones.)
- Initials may be used (James Craig Nelson to J.C. Nelson)
- A different first name than the legal first name may be used (David Moore to Christy Moore)

PROCEDURES: The person or department providing operational support for an information system and having responsibility for data maintenance and control methods will make the Preferred Name change, if appropriate. The following departments are responsible for routinely auditing the Banner system to ensure preferred names comport with this Policy: Registrar (students), University Human Resources (faculty and staff), and University Advancement (alumni).

RELATED POLICIES AND FORMS:

OU AP&P	#710	Administrative Guidelines Prohibiting Discrimination
OU AP&P	#712	Administrative Guidelines Supporting the Equal Opportunity Policy
OU AP&P	#830	Information Technology
OU AP&P	#850	Network Infrastructure Policy
OU AP&P	#880	System Administration Responsibilities