

Policy Number: 05.026
Policy Title: Preferred Name Policy
Policy Type: Academic/ Registrar Related
Responsible Party: Registrar
Governing Body: Faculty Assembly
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Effective Date: August 5, 2014

Preferred Name Policy

Antioch College 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, the college acknowledges that a preferred name can be used wherever possible in the course of college business and education.

Therefore, it is the policy of Antioch College that any student may choose to be identified within the college's information system with a preferred first name in addition to the person's legal name. It is further understood that the person's preferred first name shall be used in all college communications and reporting except where the use of the legal name is required by college business or legal need.

A Request for Preferred Name form must be submitted to the Registrar's Office. The individual is free to determine the preferred first name the student wants to be known by in the college's information system. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. *A Request for Preferred Name* form is available from the Registrar's Office.

The preferred name will only be used in cases where a legal name is not absolutely necessary. Examples of where your legal name are necessary include, but are not limited to, financial aid documents, billing statements, payroll, official transcripts, enrollment certifications, and Federal immigration documents. In some cases if you indicate a preferred name, it may be necessary to clarify that your preferred name is different than your legal name. Examples of this include, but are not limited to, official interactions with police, security, and/ or law enforcement, and verification of medical records.

Consistent with the Family Educational Rights and Privacy Act (FERPA), Antioch College allows for the release of directory information, which includes a student's preferred name when one is designated. If a student does not want disclosure of the preferred name to external organizations or persons, the student can set a FERPA restriction on the student record by completing a FERPA Information Release Declaration form which is available in the Registrar's Office. Choosing a FERPA restriction means the College cannot confirm student status to anyone inquiring about the student record. For more information about FERPA and setting FERPA restriction, contact the Registrar's Office.

Using a preferred name is not the same as a legal name change through the courts system. A student may be challenged if relying on documents with a preferred name when asked to provide

proof of legal name and/ or identity for employment or government purposes, such as obtaining a passport.

Other considerations include the use of both the official name and a preferred name on various documents used for external purposes. For example, a transcript and verification from the College with the official university name and a letter of reference from a faculty member who knows the student primarily by the student's preferred name may require some clarification when applying for internships, jobs, and/ or graduate school.