

Preferred Name Information Request Form

Purpose

Rowan College of South Jersey recognizes that many members of its community use first names other than their legal names to identify themselves. For some students, a chosen or preferred first name may be an important component of their identity. Therefore, Rowan College has established this procedure to allow students and employees to indicate their preferred first names to the College community.

Important terms defined in this procedure

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

Legal name — A person's legal name is the name they use for official governmental documents, such as social security numbers, grades, diplomas, graduation brochures, financial aid and tax forms.

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

To encourage a more open and inclusive environment, Rowan College will soon allow students to use a preferred **first name**, other than the legal first name on certain College documents. Students who wish to use a preferred name are able to have their preferred name printed on their RCSJ Student ID, class rosters and some online systems, once the modification has been made in the system. Please note that changing your preferred name for certain records does not change your legal name with RCSJ, nor will a preferred name be reflected on a student's RCSJ Email. Students wishing to use a preferred first name, will be able to complete a request form at the Office of Student Records. Kindly note that a preferred name needs to be approved by the College.

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

All legal documents, are NOT eligible for preferred name. The College is obligated to use a student's government name on legal College documents such as: official transcripts; Registrar's Records; grading; government and state requests; official correspondence; all financial documents and Federal and State Aid documents. RCSJ strives to improve the College experience of all students and is very committed to supporting our students.

I am requesting a Preferred First Name

Legal name:

Last name, first name, middle name/initial(s)

Preferred First Name Requested:

Student ID Number:

_____ A _____

By signing below, I understand and agree to the following:

I have read the preferred name procedure and understand that my preferred name will appear on some College systems and not all. I understand that Rowan College will make every effort to display my preferred first where feasible and appropriate and make a good faith effort to update systems accordingly. RCSJ reserves the right to deny or remove, with or without notice, any preferred name for misuse as indicated in the procedure.

Signature: _____ Date: _____

Instructions for Submission effective June 9, 2023:

Send this completed form and a copy of photo identification

By Mail:
Rowan College of South Jersey - Gloucester Campus
Student Services Building
Student Records Office
1400 Tanyard Road, Sewell, New Jersey 08080

In Person:
Student Services Building
Office of Student Records, Rm 1129

For Office Use Only: Processor's Initials: _____ Date Received: _____ Date Processed: _____

Approver Signature if applicable: _____