



## Rowan College of South Jersey

Administrative Procedure: 8111

### **PREFERRED NAME**

The College will offer students, employees, volunteers, and alumni the option to use a preferred name, other than their legal first name, to identify themselves on certain College documents. The purpose of this accommodation is to enable members of the campus community to use a preferred name that reflects and/or expresses their preferred form of self-identification.

- Preferred first name - A preferred first name is 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 used for official governmental documents, such as social security numbers, grades, diplomas, graduation brochures, financial aid, and tax forms.

### Students

1. The College will continue to use the legal name on the following documents or in systems that require the use of the legal name which include, but not limited to the following:
  - Admission records
  - Official transcripts
  - Financial aid records
  - Disciplinary records
  - Diplomas
  - Federal or State requests
2. Students requesting to use a preferred first name will be able to complete a request form and submit it directly to the Office of Student Records.
3. Students who choose to use a preferred first name, and have obtained approval from the Office of Student Records, may expect to see their preferred name on the following:
  - Student ID
  - Class rosters
  - Blackboard
  - Directories

## Employees

1. The College will continue to use the legal name on the following documents or in systems that require the use of the legal name which include, but not limited to the following:
  - Employment and personnel records
  - Paychecks and tax documents
  - Benefits or pension forms
  - Background checks
  - Disciplinary records
  - Medical records
2. Employees requesting to use a preferred first name will be able to complete a request form in-person at the Office of Human Resources (“HR”).
3. Employees who choose to use a preferred first name, and have obtained approval from HR, may expect to see their preferred first name on the following:
  - Employee ID badges
  - Staff directories
  - Staff assignments

## Prohibitions

1. The College has the right to deny the use of the preferred first name change, if the name is intended to misrepresent the person’s identity and /or misappropriate the identity of another person or organization.
2. The appearance of the requested name would be harmful to the reputation or interest of the College.
3. The name is derogatory, obscene, conveys an offensive message, or otherwise inappropriate.
4. During an individual’s tenure at the College, only one preferred name change will be allowed.

## Appeals

The denial of the use of a preferred name may be appealed to the Vice President, Chief Diversity Officer (“Vice President”). The decision of the Vice President is final for both students and employees.

Area: Student Services  
Approved: 07/01/19  
Revised: 06/08/21

President's Authorization:                     Jim Keating                    

References:

Rowan College of South Jersey Board of Trustee Policy Manual, *8111 Preferred Name*

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