Preferred Name Policy

POLICY: Preferred Name Policy			
POLICY NUMBER:	700.13.01	**CUSTODIAN:**	Student Services Dean
APV'D DATE:	10/26/2021		
EFFECTIVE DATE:	10/26/2021	**REVIEW DATE:**	
REFERENCES: Title IX Policy, FERPA Policy			

Part 1. Policy Background and Purpose

To foster a campus environment that is inclusive and that encourages self-expression, White Earth Tribal and Community College (WETCC) has established a policy whereby any student may use a preferred first name on campus.

Part 2. Definitions

Directory Information - is information concerning a student, which may be released publicly

Educational records - are records, files, documents, and other materials that contain information directly related to a student's academic progress, financial status, medical condition, etc. and are maintained by White Earth Tribal and Community College

Part 3. Responsibility

The Student Services Dean approves or denies requests made by a student.

The Registrar processes a request approved by the Student Services Dean and enters the preferred name in the student management system.

Faculty and staff use the preferred first name in the student management system except when the use of a legal name is necessitated.

Part 4. Policy

Subpart A

It is the policy of WETCC that a student may request to use a preferred first name, however, the last name must remain the same as the legal last name in the student record.

The preferred first name may be used in some WETCC communications and informational materials including directory information, except where the use of the legal name is required. Requirements may include but are not limited to, financial aid

documents, medical, transcripts, diplomas, educational records, employment/payroll records, background check documents, insurance documents, and student conduct records.

Not all information systems, databases, or processes may be able to display a preferred name, and many uses of a student's name require the display of the legal name; therefore, students who use a preferred name should be prepared to reference their legal name and provide corresponding identification when necessary. A preferred name designation is not a legal name change.

The preferred name will be used in the student management system and classrooms. The legal name will appear in official records and documents.

Subpart B

At the discretion of the Student Services Dean, the request to use a preferred name may be denied for the following reasons:

- Names used for the purpose of misrepresentation
- Names containing non-alpha characters
- Names containing foul or inappropriate language

Because of processes that exist between the email system and student management system, changing of a preferred first name can only be made one time.

PREFERRED FIRST NAME FORM

A student attending WETCC can indicate their preferred name to the WETCC community regardless of whether they have legally changed their name. Completing this form will start the request process.

Places where preferred name is used:

- Email address
- ID card
- Advisee lists
- Library sign-out
- Directory listing (unless excluded)
- Class rosters

Places where legal name is used:

- Student account
- Financial aid
- Tax documents
- Payroll
- Responses to enrollment inquiries such as verification requests
- Official transcripts

Please note: preferred names are used solely for WETCC internal systems; external systems (such as transcripts, enrollment verifications, etc.) will continue to use your legal name.

LEGAL NAME		
Last Name	**First Name**	**Middle Name**

PREFERRED NAME		
Last Name	**First Name**	**Middle Name**
/same as above/		*/same as above/*

Signature of Requester	**Date**

Return completed form to the Student Services Dean

FOR OFFICE USE ONLY

This section is to be completed by the Student Services Dean	
[ ] Approved [ ] Denied	
Student Services Dean Signature	**Date**
This section is to be completed by the Registrar	
Records updated by:	
Registrar Signature	**Date**