

St. Cloud Technical & Community College

Policies and Procedures

Chapter S1 – College Organizations and Administration

S1.4 Preferred Name Policy

Update Revision Responsibility: Director of Human Resources

This policy is based on MnSCU Policy 1B.1.2 “Preferred Name”
(<http://www.mnscu.edu/board/procedure/1b01p2.html>)

Part 1. Purpose.

Minnesota State Colleges and Universities recognizes and supports the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which individuals in the system may designate a preferred name to be used in the course of system business and education.

Part 2. Definitions.

Preferred Name: A preferred name is a name that a person has chosen to identify themselves within the MnSCU system that is different, in whole or in part, from their legal name.

Part 3. College, University, or System Office Action

Each college, university, and the system office shall adopt, maintain, and disseminate a procedure for individual employees, students, and alumni, where applicable, to choose a preferred name that will be used for identification within the system except where a legal name is required by system business or legal needs, or where technical constraints exist. Where a preferred name is used, the legal name should not be displayed in the same field.

Requests for use of a preferred name must be submitted in writing to the designated campus or system official; identification may be requested for security purposes. Campus registrars shall be responsible for handling preferred name requests from students and alumni; human resources offices shall be responsible for handling preferred name requests from employees.

Part 4. Designating a Preferred Name

An individual shall generally be permitted to designate any preferred name, including first, middle and/or last name. Minnesota State Colleges and Universities reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.

Colleges, universities, and the system office shall use preferred names for e-mail address, online directory, class rosters, and other functions where technically and legally possible.

Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of "preferred names where legally permissible."

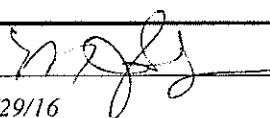
Part 5. Implementation

The system office information technology division will be responsible for implementing the use of preferred names within ISRS. Each college and university is responsible for implementing the display of preferred names in their local applications. Implementation of preferred names shall be phased in over time as technical resources are available.

Each college, university, and the system office shall be responsible for disseminating information about this procedure to its community members. Information about this procedure shall be included in new student and employee orientation.

The system office shall develop template forms for use by individuals who wish to request a preferred name.

College President: _____



Date: 2/3/16

Date of Adoption: 1/29/16

Date of Implementation: 1/29/16

Date repealed or replaced: _____

St. Cloud Technical & Community College

Policies and Procedures

Chapter S1 – College Organizations and Administration

S1.4.1 Preferred Name Procedure

A. Purpose

1. Minnesota State Colleges and Universities (MnSCU) and St. Cloud Technical and Community College (SCTCC) recognize and support the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which individuals in the system may designate a preferred name to be used in the course of system business and education. Please refer to MnSCU Procedure 1B.1.2 (<http://www.mnscu.edu/board/procedure/1b01p2.html>) for additional information.
2. Your preferred name will appear where legal name is not required. SCTCC will use preferred names where technically and legally possible: *email account, diploma, class rosters, honor program lists, D2L homepage, commencement programs, advisee lists, ID card, and alumni records. This list is subject to change.*
3. Students/employees are not obligated to select a preferred name.

B. Requesting Process

1. To request a preferred name, completed the Preferred Name Request form found on both the Records/Registration and Human Resources websites.
 - a. Students will return the form to the SCTCC Records/Registration office.
 - b. Employees will return the form to the SCTCC Human Resources Office.
REMINDER: a photo ID is required when submitting the form
2. The Registrar or Human Resources Director will approve or deny the request. An approved request will be entered into the system. In the event a request is denied, a notice will be sent to the requestor.

MnSCU and SCTCC reserve the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, contain inappropriate or offensive language, or is being used for misrepresentation, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.

C. Appeal Process

1. Requestor will be notified only if a Preferred Name is denied. Notification will include the reason for the denial and be sent to the employee/student within ten (10) business days of the receipt of the Preferred Name Request Form.
2. The student/employee then has ten (10) business days from receipt of the denial to file a written appeal.

3. SCTCC will respond to the student/employee with a final decision within ten (10) days of receipt of the appeal.
4. SCTCC has the ultimate authority in determining the appropriateness of preferred names for SCTCC students/employees and decisions are final.

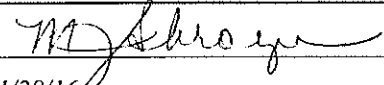
D. Additional Information

1. A student's Preferred Name Request Form will be retained according to the SCTCC retention schedule.
2. An employee's Preferred Name Request Form will be retained as part of the personnel file for 8 years after separation date.
3. A Preferred Name will remain in effect until the requestor asks that it be changed.
4. For those students and employees who request a Preferred Name and are associated with more than one MnSCU institution, please note that the timing of the appearance of your Preferred Name may vary at each institution based on each institution's available technical resources.

Questions regarding the Preferred Name Process should be direct to the appropriate office:

Employees:
Human Resources
320.308.5464
dholstad@sctcc.edu

Students:
Records/Registration
320.308.5075
registration@sctcc.edu

College President:  Date: 2/3/16
Date of Adoption: 1/29/16
Date of Implementation: 1/29/16
Date repealed or replaced: _____

Preferred Name Request Form



Complete this form if you would like St. Cloud Technical and Community College to use a preferred name for you in its records, consistent with MnSCU System Procedure 1B.1.2 (<http://www.mnscu.edu/board/procedure/1b01p2.html>).

If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other College records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. St. Cloud Technical & Community College reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent, violates some system policy, etc. You may change your preferred name by completing this form again; individuals do not have the ability to change a preferred name independently. You will be asked to show photo identification for security purposes.

Legal Name		
First Name:	Middle Name:	Last Name:

By completing the information below, you are requesting your preferred name appear as listed at any MnSCU institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name will be subject to the availability of technical resources of individual institutions.

By your signature below, you affirm that this application is made for purposes of your academic and/or employee record, and that you intend to use this name consistently for these purposes within the Minnesota State Colleges and Universities system.

Preferred Name		
Please complete each of the fields below as you would like them to be displayed. Where technically feasible, this is the name that will be displayed within MnSCU records where legal name is not required.		
Preferred First Name (Optional):	Preferred Middle Name (Optional):	Preferred Last Name (Required):
Student ID or StarID		Address:
Signature:		Address:

Return this form the Registrar (students) or Human Resources (employees)

Office Use Only	
Photo ID Verified by:	Date:

St. Cloud Technical and Community College is accredited by the Higher Learning Commission.
 St. Cloud Technical and Community College is a member of the Minnesota State Colleges and Universities System.
 An Equal opportunity and affirmative action employer and educator.