

# University of Wisconsin-Whitewater Preferred Name Policy

## I. PURPOSE

The University of Wisconsin-Whitewater (University) is committed to fostering an inclusive campus that values self-expression and respect for the variety of communities it serves.

## II. POLICY STATEMENT

It is the policy of the University of Wisconsin-Whitewater that any student or employee may choose to identify themselves with a preferred first and/or middle name on all educational or employment records that do not require a legal name. The preferred name will appear alongside or instead of the person's legal name in University-related systems and documents except where the use of the legal name is required due to business, operational or legal needs.

## III. PROCESS FOR PREFERRED NAME CHANGE

### A. STUDENTS:

In order to submit a request to change the name in which a student is referred to on official University documentation or identification, a student shall complete a name change form that is available in the Registrar's Office. Only first and/or middle name changes will be considered. A preferred name may be added or changed one time per year. Requests shall be processed in a reasonable time frame.

The Registrar's Office has the authority to approve or deny a preferred name in accordance with this policy. Such a change shall not negate or remove the student's actual legal name for purposes of official identification or verification, as designated on all University official records and as required by law or policy.

If a request is denied, the student may submit a written request for reconsideration to the Assistant Vice Chancellor for Enrollment and Retention, or designee. The Assistant Vice Chancellor for Enrollment and Retention, or designee, shall review the request and issue a final decision, based on the record, within fifteen (15) business days. Such decision shall be final.

### B. EMPLOYEES:

In order to submit a request to change the name in which an employee is referred to on official University documentation or identification, an employee shall complete a name change form that is available in the Office of Human Resources & Diversity. Only first and/or middle name changes will be considered. A preferred name may be added or changed one time per year. Requests shall be processed in a reasonable time frame.

The Office of Human Resources & Diversity has the authority to approve or deny a preferred name in accordance with this policy. Such a change shall not negate or remove the employee's actual legal name for purposes of official identification or verification, as designated on all University official records and as required by law or policy.

If a request is denied, the employee may submit a written request for reconsideration to the Vice Chancellor for Administrative Affairs, or designee, who shall review the request on the record and issue a final decision within fifteen (15) business days. Such decision shall be final.

### C. INTERNAL PROCEDURES:

If a name change request is approved, the following process will be used to add the preferred name change as an additional name of the individual on the following documentation:

1. Phase One: In the first phase of the preferred name implementation, instances in which preferred name will be used include, but are not limited to:
  - WINS Faculty Center
    - Class rosters
    - Grade rosters
  - Unofficial Transcripts and Grade Reports (if requested in WINS)
  - WINS Academic Advising Report (AAR)
  - WINS Student Center

- WINS Advisor Center
- Campus Course Management System(s): Desire2Learn (D2L)
- Campus Directory - University E-mail
- University identification cards will need to be requested by the student to have each reprinted (Hawcard, employee badges, etc.)

2. Phase Two: The second phase shall entail establishing a process inside of the University Center in WINS allowing individuals to submit their preferred name change to the Registrar's Office or Office of Human Resources & Diversity and assessing and mapping out additional systems or office that may want or need preferred names.

#### **IV. DENIAL OF REQUEST/REINSTATEMENT OF LEGAL NAME USE**

In addition to Section III, the University may deny a request for a preferred name if the use of the individual's legal name is necessary for employment, educational or campus life services, to verify the identity of an individual, to provide services that may require the use of a legal name, or as otherwise required by law or policy.

The University may remove or deny the preferred name usage if the name is used in a derogatory or inappropriate manner by the individual, including but not limited to, using foul or inappropriate language, or to create misrepresentation, fraud or illegal conduct.

#### **V. REPLACEMENT OF HAWKCARD**

A one-time replacement card will be provided at no charge with a verification from the appropriate office issuing the card with the preferred name change. Any additional replacements shall be provided in accordance with Hawcard procedures.

#### **VI. LEGAL NAME CHANGE**

Individuals are required to verify their legal names prior to official employment or student enrollment. After employment and/or enrollment, individuals may process official legal name changes or corrections. A change of legal name requires an official document or court order verifying the correct information at the time the request is made. Information about changing a legal name in Wisconsin may be found at:

<https://www.wicourts.gov/services/public/selfhelp/namechange.htm#forms>

Instances in which legal name will be used include, but are not limited to:

- Official Transcripts
- Diplomas (unless the student has specifically requested a different name on their graduation application)
- Human Resources & Diversity (employment and payroll documents)
- Reporting to state or federal agencies
- Financial aid documents and processes
- Enrollment and degree verification processes
- School of Education teacher certification records
- Other records where the individual's legal name is required by law or University policy
- Official lists of students or employees made available to the public

#### **VII. DIRECTORY INFORMATION**

Under the Family Educational Rights and Privacy Act (FERPA), a student's full name, including preferred name, may be disclosed to the public as "directory information" unless the student specifically opts out of permitting such disclosure through the Registrar's Office. To revoke the disclosure of directory information, a student has the option of requesting privacy through the Registrar's Office. For more information, go to: <http://www.uww.edu/registrar/ferpa>.

#### **VIII. RESPONSIBILITY**

The Assistant Vice Chancellor for Enrollment and Retention, or designee, and the Director of Human Resources & Diversity, or designee, shall be responsible for ensuring that the policy and procedures stated here in are properly carried out.