



ACADEMIC AFFAIRS GUIDELINES

Section 10:	Miscellaneous	
Title:	Preferred Name Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
10.7	N/A	07/2021
Reference:	AAC June 2021; TAC July 2021; AAC July 2021	
Related Form(s):		

1. The SDBOR recognizes that faculty, staff, and students may use names other than their legal names to identify themselves. Employees shall make reasonable efforts to reference students and employees by their chosen name when calling that person by name in the course of university business and education, when the speaker (or person otherwise referencing the student or employee) knows the chosen name or reasonably should know the chosen name.

2. All students, faculty, and staff at South Dakota Board of Regents institutions are able to submit their “preferred name.” Preferred names shall not be used for the purpose of misrepresentation, to avoid legal obligations, or in any other manner that violates university policy or federal, state, or local law. Recognizing the importance of classroom collegiality, preferred names may not include symbols or numbers, be unlikely to be approved as legal names (e.g. be obscene or derogatory), or otherwise violate university policy. Each university shall develop a process for reviewing and responding to preferred name requests for students, faculty, and staff.

3. When a student, faculty, or staff chooses to use a preferred name, it will appear in all Regental systems and platforms where preferred name is used.

4. **Appropriate Official Records**
 - 2.1. Student Preferred Name shall be used for the following instances:
 - 2.1.1. Assigned email address
 - 2.1.2. Class Rosters and Grade Reports accessed through Self-Service/SNAP
 - 2.1.3. Dean’s List and Academic Recognition for Part-Time Students
 - 2.1.4. Institutional Early Alert Tools and student success platforms
 - 2.1.5. Housing Roster/Assignment
 - 2.1.6. Directory Listing (unless a *Request to Withhold Directory Information* is in place)

- 2.1.7. D2L
- 2.2. Student Legal Name shall be used for:
 - 2.2.1. University ID Cards
 - 2.2.2. Class Rosters and Grade Reports accessed through Banner Admin
 - 2.2.3. Financial Aid
 - 2.2.4. SEVIS
 - 2.2.5. Responses to enrollment inquiries such as verification requests (unless a *Request to Withhold Directory Information* in place)
 - 2.2.6. Transcripts and Degree Verification, including National Student Clearinghouse
 - 2.2.7. Records from the Registrar's Office and all licensure records
- 2.3. A legal name is used in other locations where a legal name is required. Administrative staff and offices will be able to see both legal and preferred name.
- 2.4. University discretion may be used for campus-specific items such as but not limited to: Commencement, Diploma, and athletic rosters.
- 2.5. Faculty and staff Preferred Name shall be used for:
 - 2.5.1. Assigned email address
 - 2.5.2. Class rosters and IDEA forms
 - 2.5.3. Website and catalog listings
 - 2.5.4. Directory listings
 - 2.5.5. D2L
- 2.6. Faculty and staff Legal Name shall be used for:
 - 2.6.1. University ID Cards
 - 2.6.2. SEVIS
 - 2.6.3. Payroll
 - 2.6.4. IRS

3. Institutional Review and Oversight

- 3.1. The home university has the authority to deny any student, faculty, or staff their chosen preferred name or to remove a preferred name if that name does not comply with the criteria outlined in this policy. Each university shall develop a process for reviewing and responding to preferred name requests.
- 3.2. In situations where an individual is both a student and employee in the Regental system, the Human Resource and Registrar's Office will work jointly to evaluate preferred name requests.

SOURCE:

AAC February 2019; TAC February 2020; AAC June 2021; TAC July 2021; AAC July 2021.