



ACADEMIC AFFAIRS GUIDELINES

Section 10:	Miscellaneous	
Title:	Preferred Name Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
10.7	N/A	02/2019
Reference:		
Related Form(s):		

1. All students, faculty, and staff at South Dakota Board of Regents institutions are able to submit their “preferred first name.” Each university shall develop a process for reviewing and responding to name change requests for students, faculty, and staff. The preferred first name appears in many locations such as class lists, housing rosters, student IDs, and grade reports.

2. **Appropriate Official Records**

2.1. Student preferred First Name may be used for:

- 2.1.1. University ID Cards
- 2.1.2. Banner Student
- 2.1.3. Class Rosters and Grade Reports
- 2.1.4. Institutional Early Alert Tools (Starfish & Student Success Collaborative)
- 2.1.5. Housing Roster/Assignment
- 2.1.6. Directory Listing (unless a *Request to Withhold Directory Information* is in place)
- 2.1.7. Commencement and Diploma

2.2. Student Legal First Name shall be used for:

- 2.2.1. Student Accounts
- 2.2.2. Financial Aid
- 2.2.3. SEVIS
- 2.2.4. Responses to enrollment inquiries such as verification requests (unless a *Request to Withhold Directory Information* in place)
- 2.2.5. Transcripts and Degree Verification
- 2.2.6. Records from the Registrar’s Office and all licensure records
- 2.2.7. Assigned email address (display name can be updated individually; each university has the authority to utilize preferred name)

2.3. A legal first 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. Faculty and Staff preferred First Name may be used for:
 - 2.4.1. University ID Cards
 - 2.4.2. Class rosters and IDEA forms
 - 2.4.3. Website and catalog listings
 - 2.4.4. Directory listings
 - 2.4.5. Commencement program
 - 2.4.6. D2L
- 2.5. Faculty and staff Legal Name shall be used for:
 - 2.5.1. Faculty Accounts
 - 2.5.2. SEVIS
 - 2.5.3. Assigned email address (each university has the authority to utilize preferred name)
 - 2.5.4. Payroll
 - 2.5.5. IRS

3. Institutional Review and Oversight

- 3.1. Each university has the authority to deny any student preferred name or remove a preferred name. Each university shall develop a process for reviewing and responding to name change requests.
- 3.2. Each university has the authority to deny any faculty/staff preferred name or remove a preferred name. Each university shall develop a process for reviewing and responding to name change requests.
- 3.3. 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.
- 3.4. Once a preferred first name has been updated in Banner, a new ID may be requested with the normal costs associated.
- 3.5. Each university has the authority to utilize a preferred name in place of a legal name when assigning email addresses. Each university shall develop a process for maintaining assigned email addresses.

SOURCE:

AAC February 2019.