

POL 02.65.02
Preferred Name Policy

Authority: Chancellor

History:

- First Issued: June 30, 2020

Related Policies:

- [POL 02.65.01 - Federal Family Educational Rights and Privacy Act \(FERPA\) Policy](#)
- [REG 11.40.02 - Student Health Services Release of Medical Information Regulation](#)

Additional References:

- [Title VII of the Civil Rights Act of 1964](#)
- [Title IX of the Education Amendments of 1972](#)
- [UNC Code §103](#)
- [UNCP Non-Discrimination Statement](#)
- [US Department of Education Title IX](#)
- [Family Educational and Privacy Rights Act \(FERPA\)](#)
- [US Department of Education FERPA](#)

Contact Info: Director, Office of Title IX and Clery Compliance, 910.521.6281

1. PURPOSE

1.1. The University of North Carolina at Pembroke recognizes that members of the campus community, to include students, faculty, and staff, prefer to use a first name (“Preferred Name”) other than their legal first name to identify themselves.

1.2. The university acknowledges that a campus community member’s Preferred Name can and should be used wherever possible, so long as such use is consistent with federal and state law, relevant university policies, and does not unduly burden university programs and procedures.

1.3. The goal of the Preferred Name policy is to provide campus community members an opportunity and process to use and be known by a chosen first name and to ensure consistent use of such name wherever possible within the university system.

2. GENERAL POLICY STATEMENT

2.1. The Preferred Name policy allows campus community members to use a name, other than their legal first name, that reflects their family practice, culture, gender identity, and/or gender

expression. This policy does not allow changes to the individual's last name, which must remain the person's legal last name.

3. SCOPE

3.1 This policy is consistent with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (federal law), which protects students and employees from discrimination based on sex, and is a best practice for supporting transgender and gender non-conforming members of our campus community. The policy is also consistent with The UNC Code §103 and the university's Non-Discrimination Statement. However, this process is not limited to use by transgender and gender non-conforming students and employees; this policy is available to any member of the campus community who wishes to use a preferred first name on a daily basis rather than their legal first name.

3.2 This policy applies to all students, faculty, and staff who wish to identify themselves by a name other than their legal first name. This is an opportunity afforded to all campus community members and requesting use of a Preferred Name does not indicate that the student, faculty member, or staff member is a member of any particular group.

4. DEFINITIONS

4.1 Legal Name: the name that identifies a person for legal, administrative, and/or official purposes. A person's legal first name generally is the name given for the purpose of registration of birth and which then appears on a birth certificate or maintained within a governmental office of vital birth records.

4.2 Preferred Name: a first name that may be chosen to be used instead of a legal first name (i.e., given name). Students and employees may opt to go by a preferred name that is different from their legal first name.

5. POLICY

5.1. Permissible Use of Preferred Names

5.1.1. Members of the campus community are entitled to use a Preferred Name to identify themselves. The university acknowledges that a Preferred Name can and should be used wherever possible in the course of university education and communication. All university offices and employees should respect an individual's request to be known by their Preferred Name and use that name and requisite pronouns when interacting with that individual.

5.2. Prohibited Use of Preferred Names

5.2.1. A Preferred Name cannot be used if it contains inappropriate or offensive language (i.e., profane, derogatory, or derived from hate-speech); is otherwise inappropriate, such as for purpose of misrepresentation, fraud, copyright infringement, or attempting to avoid a legal obligation; does not conform to technical requirements (i.e., includes numbers, symbols, or

images); or in any manner violates university policies or federal, state or local laws or regulations.

5.2.2. The university reserves the right to reject the use of or remove, without prior notice to the individual, from any university system or official documents any Preferred Name the university deems in its sole judgment to be in violation of this policy.

5.3. Display of Preferred Names

5.3.1. Preferred Names will appear on class/grade rosters, student identification cards, discussion boards, university systems (e.g., Banner/Canvas), campus directory, university publications, email display, narrative portions of academic transcripts, Library Information Systems, and all other communication tools.

5.3.2. It is the responsibility of the individual to request a new Braves Card once use of a Preferred Name is approved. Individuals can contact the Braves Card Office at 910.521.6845. A Brave Card with a Preferred Name rather than a legal name cannot be used for identification purposes when voting in local, state, and federal elections.

5.4. Legal Names Must Remain On Record

5.4.1. Students, faculty, and staff should note that use of a Preferred Name does not constitute a legal name change. The legal first name will continue to be used in connection with certain official documents that require the use of a legal name, including but not limited to admission records, diplomas, transcripts, financial aid forms, tax forms, employment records, and payroll documentation.

5.4.2. Legal names will be used and maintained in business and other processes that require use of a legal name. Offices that have access to an individual's legal name include: Admissions, Registrar, Financial Aid, Human Resources, Student Health Services, Title IX and Clery Compliance, Counseling and Psychological Services, Police and Public Safety, DoIT, and one's supervisor (if employed by the university). Offices that require a legal name for records/database purposes should also utilize the Preferred Name at all appropriate times (e.g., when communicating with the faculty/staff member or student).

5.4.3. Students, faculty, and staff that wish to change the name on these official records must provide appropriate documentation of a legal name change, typically a court order. An individual seeking to obtain a legal name change must follow requirements as set forth by the individual's state and county of residence. The university cannot change an individual's legal name.

5.4.4. Upon a legal name change, students, faculty, and staff who wish to change their legal name in their official UNC Pembroke record must complete and sign a Legal Name Change Form. This form and a copy of acceptable legal documentation reflecting the name change must be submitted to the Office of the Registrar or the Office of Human Resources, as appropriate.

5.5. Privacy

5.5.1. Under the Family Educational Rights and Privacy Act (FERPA), a student's legal name, including their Preferred Name, may be disclosed to the public as "directory information" unless the individual opts not to permit such disclosure. Notice to opt out of such public disclosure must be made to the Office of the Registrar or Office of Human Resources, respectively.

6. RESPONSIBLE UNIVERSITY OFFICE

6.1 The Office of the Registrar and the Office of Human Resources, respectively, will receive and maintain all requests by the campus community for a change to their Preferred Name. Students and employees may also submit a request with the [Office of Title IX and Clery Compliance](#). In compliance with Title IX of the Education Amendments Act, the Office of Title IX and Clery Compliance will be notified of all Preferred Name requests. The Title IX Coordinator will ensure university compliance of a Preferred Name change as a supportive measure under Title IX.

6.2 Campus community members who wish to establish a Preferred Name for all acceptable uses (see 5.2.1. above for prohibited uses) must use the [Preferred Name Request Form](#) located on the webpages of the Office of the Registrar, Office of Human Resources, and the Office of Title IX and Clery Compliance.

6.3 Upon receipt of a [Preferred Name Request Form](#), the university will notify the campus community member in writing via university email whether their request has been approved.

6.4 Upon approval of the Preferred Name request, the respective office will be responsible for ensuring the change is made in all university systems and that proper notice has been sent to DoIT for email modification.

6.5 The university will make a good faith effort to update university systems that allow the use of Preferred Names in a timely manner.

6.6 In the event a request is denied for one of the reasons listed in 5.2.a. above, the campus community member will be notified of the denial's rationale, in writing, via university email.

6.7 The Office of Title IX and Clery Compliance is available to the campus community to discuss the implications of using a Preferred Name and, if requested, to assist with establishing a communication plan for notifying faculty members, advisors, and other university offices and/or departments of a campus member's Preferred Name and/or pronouns.

6.8 Should the Preferred Name not be displayed correctly, please contact the Office of the Registrar or the Office of Human Resources, as applicable. If members of the campus community do not use the approved Preferred Name and requisite pronouns, the campus community member should communicate directly their preference that they be called by their Preferred Name and appropriate pronouns. Should this issue persist, the Office of Title IX and Clery Compliance should be notified.