# Chosen Name Policy & Procedure

**Document Number:** STUD-0008 **Date Published(sys):** 12/10/2025

## *General Description*

### Policy Summary:

Trinity University recognizes that some members of the campus community prefer to identify themselves by a first name other than their legal first name. For this reason, the University provides students and employees with an opportunity to use a chosen name where possible in the course of University business and education.

Under Trinity University's Chosen Name Policy, students and employees may designate a chosen or preferred first name in addition to their legal name. In some instances, the University is legally required to use legal names. Such instances include but are not limited to official transcripts, enrollment/degree verifications, the Free Application for Federal Student Aid (FAFSA), tax documents, payroll documents, and immigration documents. However, whenever reasonably possible the University will use chosen names.

Chosen names must not be used for the purposes of misrepresentation, avoiding legal obligations, or in any manner that violates University policy or federal, state or local law. Chosen names used as misrepresentation or fraud will be handled pursuant to University policies and procedures and may result in disciplinary action and/or referral to law enforcement. The University reserves the right to remove a chosen name or deny the usage of a chosen name if the University determines at any time that it is inappropriate in nature.

### Scope:

This policy applies to all Trinity University students, staff, and faculty.

Designating a chosen name does not constitute a legal name change. Students or employees who wish to legally change their name must submit a legal name change document such as a court order or divorce decree.

# *Policy Content*

## Definition of Chosen Name

A chosen name (sometimes known as a preferred name, a nickname, or a name-in-use) is a first name that is different from a person's legal name. There are many reasons why someone may use a chosen name, including nicknames, Anglicized names, gender identity, or distinguishing themselves from someone with a similar name.

Using others' chosen names is an important way of establishing norms of respect and it signals your willingness to be inclusive to everyone.

## Warnings and Considerations

Before updating your chosen name in Trinity's systems, it is important to consider unintended consequences of doing so. For example, it is conceivable that a message using your chosen name could be seen by someone with whom you did not intend to share your chosen name.

## Procedure for Specifying your Chosen Name

Your chosen name, as specified in Workday, will automatically update some systems while other systems will require you to manually specify your chosen name. The tables below list the areas where chosen names can currently be supported, the process by which they can be updated, and how long it will take for changes to appear after they are made.

**Systems Updated by Workday**
The following systems are updated automatically when you change your preferred name in Workday. Each system has a different sync frequency, so in some cases, there will be a delay before your preferred name change appears.

To change your preferred name in Workday, click Profile in the upper right hand corner > Personal > Names > Edit.

| Area | Description | Population | System | Time to Display |
|---|---|---|---|---|
| Advising Roster | Your name as it appears to your academic advisor | Students | Workday | Instantaneous |
| Canvas | Your name as it appears in Canvas, | Students, Faculty, Staff | Canvas | Once every three hours<br>You can also change your display name directly in Canvas (click |

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| | Trinity's Learning Management System | | | Account > Profile > Edit Profile) |
| Class Roster | Your name as it appears on course rosters | Students, Faculty | Workday | Instantaneous |
| Dean's List | Published list of students who have completed 15 or more grade-point carrying hours of credit in one semester and have earned a grade point average of 3.65 or above | Students | The Dean's List uses "preferred name" from Workday. | Instantaneous (however, the list is pulled on a given date, so name changes after that date won't be reflected). |
| Housing Portal | Your name as it appears on the housing portal | Students | StarRez | Daily |
| Job Search through the Center for Experiential Learning and Career Success (CELCS) | Your name as it appears in your profile and in Handshake's recruiting platform | Students | Handshake | Daily |
| Library | Your name as it appears on library records | Students, Faculty, Staff | Sierra | Updated at the beginning of each semester. If you would like your name change to be reflected in the library system sooner, contact the library's Access Services Manager (https://lib.trinity.edu/staff-directory/). |

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| Slate Student Success | Your name as it appears to advisors | Students | Slate | Data comes from Workday integration - currently weekly; working toward nightly integration |
| Student Accessibility Services | Your name as it appears in Student Accessibility Services | Students | Symplicity Accommodate | Data is updated from Workday on Monday, Wednesday, & Friday |
| Tiger Card | Your name as it appears on your Tiger Card for electronic access, vending, meal plans, printing, and Tiger Bucks | Students, Faculty, Staff | CBORD | Change your preferred name in Workday, and then email TigerCardOffice@trinity.edu.<br><br>A new card will be printed free of charge. |
| Trinity's Public Online Directory | Your name as it appears in Trinity's directory | Faculty, Staff | Workday | Daily |

**Systems Not Updated by Workday**

The following systems are not updated automatically when you change your preferred name in Workday. To update your chosen name in the following areas/systems, follow the instructions under "How to Update."

| Area | Description | Population | System | How to Update |
|---|---|---|---|---|
| Athletic Roster | Your name as it appears on athletic rosters | Students | N/A | Contact the Sports Information Director in Athletics (https://trinitytigers.com/staff-directory) |
| Commencement | Your name, as it | Students | N/A | Contact the Graduation |

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| Ceremony and Program | appears in the program and will be read for commencement | | | Coordinator in the Registrar's Office (registrar@trinity.edu) at least six weeks prior to commencement to request use of a chosen name |
| Email Name Display | Your name as it appears on the Tmail contact information | Students, Faculty, Staff | Gmail | **Update in Tmail**<br><br>Important: You can't change your name from the Gmail app on a mobile device.<br><br>1. On your computer, open Gmail.<br>2. In the top right, click ⚙ > Settings, See all settings.<br>3. Click the Accounts tab.<br>4. Under "Send mail as, "click Edit info.<br>5. Enter the name you want to show when you send messages.<br>6. At the bottom, click Save changes. |
| Email Username | Your username and email address in TMail | Students, Faculty, Staff | Gmail | Submit a work ticket to itsupport@trinity.edu |
| Faculty Success and Career Guides | Your name as it appears in Watermark Faculty Success | Faculty | Watermark | Submit a request through Watermark:<br>1. Log in to Watermark Faculty Success.<br>2. Click the "?" icon in the upper-right corner of the screen.<br>3. A Get Help window will appear with a text box. Enter your request or question in the box.<br>4. Below the text box, answer |

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| | | | | the prompt “Who Should Receive this Message” by selecting the radio button:<br>• Your Watermark Faculty Success Administrator at Trinity University.<br>5. Click Send to submit your request. |
| Printing Stations | Your name as it appears on printing stations | Students | WEPA | Contact Information Technology Services (ITS) at itsupport@trinity.edu |
| Student Conduct | Your name as it appears in student conduct reports | Students | Maxient | The preferred name is collected during the case initiation process. If a new case is started or additional cases exist, the preferred name will not carry over to them. |
| Title IX | Your name as it appears in Title IX complaints and proceedings | Students, Faculty, Staff | Maxient | The preferred name is collected during the onboarding process. To update your chosen name, contact the Title IX Coordinator (eos@trinity.edu) |

## Areas and Systems Requiring Legal Name

Not all documents and systems can accommodate chosen names. The following documents and systems require use of legal names:

- Official Transcripts
- Enrollment and Degree Verification
- *Diploma
- Teacher Certification (Education Department)
- Student Accounts and Student Billing
- Immigration Documents
- Financial Aid
- National Student Clearinghouse
- Insurance and Benefits
- Payroll

- Tax-related documents (e.g., 1098-T Tuition Tax Statement and payroll tax records)
- Legal documents and reports (e.g., Student and Exchange Visitor Program (SEVIS), Veterans Affairs (VA))

*Following a legal name change, a replacement diploma can be ordered by contacting the graduation coordinator in the Registrar's Office. Two pieces of official documentation (marriage certificate, court order, driver's license, etc.) will be required.

## *Revision Management*

### Revision History Log:

| Revision #: | Date: | Recorded By: |
|---|---|---|
| v3.0 | 10/28/2025 2:07 PM | Pamela Mota |
| v2.0 | 6/12/2023 2:38 PM | Holly Warfel |
| v1.0 | 5/1/2023 8:10 AM | Holly Warfel |

### Vice President Approval:

| Name: | Title: |
|---|---|
| Andrew Wells | Vice President for Student Affairs |