



## Chosen Name Policy & Procedure

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### *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 TigerPAWS, will automatically update some systems while other supported systems will require you to manually specify your chosen name. The table below lists the areas where chosen names can currently be supported and the process by which they can be updated.

Area/System	Description	Population	How to Update
Advising Roster	Your name as it appears to your academic advisor	Students	Students: Change your chosen name in TigerPAWS (click Student User Profile > Edit Personal Identity)
Athletic Roster	Your name as it appears on athletic rosters	Students	Contact the Sports Information Director of Athletics
Class Roster	Your name as it appears on course rosters	Students, Faculty	Students: Change your chosen name in TigerPAWS (Click Students User Profile > Edit Personal Identity)  Faculty: Change your preferred name in Workday, and HR will update it in Colleague.
Commencement Ceremony and Program	Your name as it appears in the program and will be read for	Students	Contact the Graduation Coordinator in the Registrar's Office at least six weeks prior to

	commencement		commencement to request use of chosen name.
Email Name Display	Your name as it appears on TMail contact information	Students, Faculty, Staff	<ol style="list-style-type: none"> <li>1. On your computer, open Gmail.</li> <li>2. In the top right, click Settings <b>See all settings.</b></li> <li>3. Click the <b>Accounts and Import</b> or <b>Accounts</b> tab.</li> <li>4. Under "Send mail as," click <b>Edit info.</b></li> <li>5. Enter the name you want to show when you send messages.</li> <li>6. At the bottom, click <b>Save changes.</b></li> </ol>
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	Prior to publication, honorees will receive an email from the Office of Academic Affairs with their name as it will appear in the Trinitonian. To change the published name, respond to that email by the specified date.
Handshake	Your name as it appears in your profile and in Handshake's recruiting platform	Students	On the Profile screen, click on the edit/pencil icon at the top left. Handshake will allow you to update your Preferred First Name in this section.
Housing Portal	Your name as it appears on the housing portal	Students	On the housing portal, update your name.
Library	Your name as it appears on library records.	Student, Faculty, Staff	Students: Contact the Registrar's Office to change your preferred name in our student information system. It will be updated in the library system at the beginning of the next semester. If you would like your name change to be reflected in the library system sooner, contact the library's Access Services Manager.

			Faculty/Staff: Change your preferred name in Workday, and it will be updated in the library system at the beginning of the next semester. If you would like your name change to be reflected sooner, contact the library's Access Services Manager.
Printing Stations (WEPA)	Your name as it appears on printing stations	Students	Contact Information Technology Services (ITS) at <a href="mailto:itsupport@trinity.edu">itsupport@trinity.edu</a>
Slate Students Success	Your name as it appears to advisors	Students	Change your chosen name in TigerPAWS (click Student User Profile > Edit Personal Identity)  Data refreshes 2-3 times per week. Expect the update to happen within 1 business week.
Student Conduct	Your name as it appears in student conduct reports.	Students	Contact the Registrar's Office to change your preferred name in our student information system.
Tiger Card	Your name as it appears on your Tiger Card for electronic access, laundry, vending, meal plans, printing, and Tiger Bucks	Students, Faculty, Staff	Students: Change your chosen name in TigerPAWS (click Student User Profile > Edit Personal Identity), and then email <a href="mailto:tigercardoffice@trinity.edu">tigercardoffice@trinity.edu</a>  Faculty/Staff: Change your preferred name in Workday, and then email <a href="mailto:tigercardoffice@trinity.edu">tigercardoffice@trinity.edu</a>
Title IX	Your name as it appears in Title IX complaints and proceedings	Students	Contact the Registrar's Office to change your preferred name in our student information system
TLearn (Canvas LMS)	Your name as it appears in TLearn (Canvas), Trinity's Learning Management System	Students, Faculty, Staff	Students: Change your chosen name in TigerPAWS (click Student User Profile > Edit Personal Identity)  Faculty/Staff: Change your

			preferred name in Workday
Website Directory	Your name as it appears in Trinity's directory	Faculty, Staff	Change your preferred name in Workday.

## Future Support

Trinity University is in the process of Digital Transformation, which will result in more integrated data systems. As new systems are implemented, the process for specifying a chosen name will become more streamlined, and this document will be updated.

## 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
- Electronic Health Records
- 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, drivers license, etc.) will be required.

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## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	6/12/2023 2:38 PM	Holly Warfel
v1.0	5/1/2023 8:10 AM	Holly Warfel

**Vice President Approval:**

<b>Name:</b>	<b>Title:</b>
Sheryl Tynes	Vice President for Student Life