

| | |
|-------------------------|---|
| Policy Title: | Student Preferred Name |
| Policy Summary: | Allowing Students to Use a Preferred Name within the University Community |
| Policy Category: | Student Life |
| Policy Owner: | Provost |

Policy Summary

Any student may choose to identify themselves within the University community with a preferred first name that differs from their legal name.

Purpose

The goal of the Student Preferred Name policy is a consistent preferred-name experience across University systems and use of students' preferred name wherever the use of a legal name is not absolutely necessary. Drake University's infrastructure is multi-faceted and complex, and while some systems already reflect a person's preferred name, there are still many other systems where the implementation of the use of a preferred name is forthcoming.

Scope

This policy governs the use of student legal and preferred names across University systems in accordance with the University's desire to allow students to use a preferred name across University systems wherever the use of a student's legal name is not absolutely necessary.

Policy

Drake University allows a student to submit a preferred name that will appear in place of the student's legal name in certain University records. The preferred name will appear instead of the person's legal name in University related documents except where the use of the legal name is required by a University business or legal need. Electing to use a preferred first name will not change a student's legal name. The University may disallow or remove a preferred name if it contains inappropriate or offensive language, or is being used for misrepresentation.

A student's preferred name will be used in the following places:

- Drake ID card
- Residence hall roster (for on-campus students)
- Blackboard listing
- Class list with photos
- Advisor list with photos
- MyDUSIS classmate search
- Email

A student's legal name will continue to be used as required to satisfy a University business need, including but not limited to, the following:

- Transcript
- Diploma
- Document with the Office of Student Financial Planning
- Official University Records
- Visa Verification

Last Review Date: January 2021

Effective Date: January 2017