Policies

Policy Name: Preferred Name Procedure
Effective Date: July 28, 2015

Policy Owner: President and VP for Finance and Administration
Last Review: July, 2015
Next Review: TBD

Policy/Procedure Statement
Bemidji State University shall adopt, maintain, and disseminate a procedure for individual employees, students, and alumni, where applicable, to choose a preferred name that will be used for identification within the system except where a legal name is required by system business or legal needs, or where technical constraints exist. Where a preferred name is used, the legal name should not be displayed in the same field.

Requests for use of a preferred name must be submitted in writing to the designated campus or system official; identification may be requested for security purposes. Campus registrars shall be responsible for handling preferred name requests from students and alumni; human resources offices shall be responsible for handling preferred name requests from employees.

Scope and Purpose of Policy
Bemidji State University recognizes and supports the members of its community who wish to use preferred names where legally permissible. The purpose of this policy/procedure is to provide the means to do so.

Definitions
Preferred Name a preferred name is a name that a person has chosen to identify them self within the MnSCU system that is different, in whole or in part, from their legal name.

Procedures
This procedure outlines a process by which individuals at Bemidji State University may designate a preferred name to be used in the course of system business and education. An individual shall generally be permitted to designate any preferred name, including first, middle and/or last name. Bemidji State University reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.
Bemidji State University shall use preferred names for e-mail address, online directory, class rosters, and other functions where technically and legally possible.

Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of “preferred names where legally permissible.”

The system office information technology division will be responsible for implementing the use of preferred names within ISRS. Bemidji State University is responsible for implementing the display of preferred names in their local applications. Implementation of preferred names shall be phased in over time as technical resources are available.

Bemidji State University shall be responsible for disseminating information about this procedure to its community members. Information about this procedure shall be included in new student and employee orientation.

Bemidji State University will provide a form for use by individuals who wish to request a preferred name.

**Rationale**
The rationale for this policy/procedure is to allow an individual to generally be permitted to designate any preferred name, including first, middle and/or last name.

**Supporting References**
MnSCU Policy Procedure 1B.1.2 Preferred Name
http://www.mnscu.edu/board/procedure/1b01p2.html
MnSCU Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education
http://www.mnscu.edu/board/policy/1b01.html
Bemidji State University / Northwest Technical College
Preferred Name Policy/Procedure Form