

# Bemidji State University Policies

<b>Policy Name:</b> Preferred Name Procedure	<b>Effective Date:</b> July 28, 2015
<b>Policy Owner:</b> Assistant to the President - Affirmative Action	Last Review: 3/1/2018
	Next Review: 9/1/2021

## Policy/Procedure Statement

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.”

## Scope and Purpose of Policy

This procedure outlines a process by which individuals at Bemidji State University and in the Minnesota State system may designate a preferred name to be used in the course of university and system business and education.

## Definitions

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

## Procedures

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. University 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.

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 and the system office 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.

The system office shall develop template forms for use by individuals who wish to request a preferred name.

**Rationale**

Bemidji State University recognizes and supports the members of its community who wish to use preferred names where legally permissible and technically feasible.

**Supporting References**

- Minnesota State System Procedure 1B.1.2 Preferred Name  
<http://www.minnstate.edu/board/procedure/1b-01p2.pdf>

<b>Policy:</b>		
<b>Formal Review Process</b>	<b>Date Submitted</b>	<b>Date Reviewed</b>
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