

Bemidji State University Policies

Policy Name: Preferred/Chosen Name Procedure	Effective Date: July 28, 2015
Policy Owner: <ul style="list-style-type: none">• Campus Diversity Officer	Last Review: 2/1/2022
	Next Review: 9/1/2025

Policy/Procedure Statement

An individual shall generally be permitted to designate any preferred/chosen name, including first, middle and/or last name. Bemidji State University reserves the right to deny an inappropriate preferred/chosen name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred/Chosen 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/chosen names for e-mail address, online directory, classrosters, 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/chosen 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/chosen 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/chosen name to be used in the course of university and system business and education.

Rationale

Bemidji State University recognizes students, faculty, staff, and community members who have preferred/chosen names. Led by our mission and what is right, we support all intersectionality of each individual person. Where legally permissible and technically feasible preferred/chosen names will be honored systemically.

Definitions

Preferred/Chosen Name. A preferred/chosen 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/chosen name is used, the legal name should not be displayed in the same field.

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Requests for use of a preferred/chosen 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/chosen name requests from students and alumni; human resources offices shall be responsible for handling preferred/chosen name requests from employees.

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

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

Supporting References

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