

FROSTBURG STATE UNIVERSITY
PREFERRED NAME POLICY
(Approved as of November 16, 2016)

I. PURPOSE

To establish a policy such that members of the University community may choose to identify themselves in the University's information systems with a preferred name in addition to a legal name.

II. POLICY

The University recognizes that, as a community, many of its members use names other than their legal names to identify themselves. As long as the use of this preferred name is not for purposes of misrepresentation, the University acknowledges that a preferred name can and should be used wherever possible in the course of University business and education.

III. PROCEDURE

1.0 University students can submit a Change of Name form to the Registrar's Office. The student information system, PAWS, will be updated to reflect this name and will be used for the following:

- a. Class Rosters
- b. Grade Reports
- c. Student Center
- d. Email
- e. Directory Information
- f. Migration to third-party platforms, including but not limited to:
 - i. Content Management Systems
 - ii. Record Systems
 - iii. Survey Systems
 - iv. Analytic Software

Please Note: Some systems may require additional steps to complete a name update. Other systems may be added over time.

2.0 Changes to a preferred name will take effect immediately, but are subject to review. Although each person is free to determine a preferred name, use of the preferred name for purposes of misrepresentation or other inappropriate purposes will be cause for removal of the preferred

name.

3.0 A person's legal name must remain on any documents where a legal name is required by federal or state law.

4.0 Staff with an administrative need (e.g., police, health, financial services, Deans' Offices, Human Resources or similar) may see both a person's legal and preferred names in University computer systems. As with Grade Point Averages (GPAs) and other sensitive information, these staff members shall be trained on privacy considerations and the implications of this access.

5.0 This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of the University.

IV. RESPONSIBILITY

The Office of the President, or its designee, has overall and primary responsibility for ensuring that this policy and procedures are properly carried out.