

DEPAUL UNIVERSITY



Student Preferred Name and Gender

Category: Academic Affairs - Operational

Responsible Department: Office of Student Records

Responsible Officer: Provost

Effective Date: 9/20/2021

Policy Summary

This policy provides the option for students to elect a preferred name, which is used within DePaul University systems except for when the university determines that the use of the legal name is necessary or required by university business or legal need.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Students

Policy

DePaul University recognizes that many of its students use first names other than their legal (primary) first names to identify themselves. It is the policy of DePaul University that any student may choose to identify within the University community with a preferred first name that differs from their legal name. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need.

Systems that are viewed by students, faculty, or advisors and do not need to display the legal name will begin using the preferred name as they are retooled or brought online. Whenever possible faculty and staff will refer to students by their preferred name if one has been selected.

[Preferred Name Guidelines](#)

- Preferred names may not contain inappropriate or offensive language. All determinations are made at the discretion of the Office of the University Registrar and they will communicate the determination with student. Preferred names may not be used for misrepresentation or any illegal purpose.
- Preferred names must be composed of letters only; no numbers or symbols (with the exception of a hyphen) may be used.
- Students are limited to adding/updating a preferred name three times during their time at DePaul University.
- A preferred name should be a name the student commonly uses.
- Students are encouraged to add/update their preferred name before a term begins to avoid confusion. If students add or modify their preferred name, especially during the term, the student remains responsible for updating those who need to be aware of the update.

Inappropriate use of the preferred name will result in the reversal of the preferred name request and potential disciplinary action if another DePaul University policy is violated by use of the selected preferred name.

Procedures

To establish a preferred name, students must make the update at Campus Connect > Student Homepage > Profile > Names. Further instructions, including locations where legal name will continue to appear, can be found on the [DePaul Central website](#). Student Records will regularly audit preferred names to ensure they are appropriate, and enforce the limit on number of changes a student can make.

Adding a preferred name will not change the student's legal name of record with DePaul. To change a legal name, or to update a legal name to solely their first initial, students must submit a [Personal Information Change Request](#). If a student changes their primary name to just their first initial, the first initial would then be reflected in Campus Connect and on transcripts and diplomas.

Students may also update their gender, including to an Unspecified option. To correct gender, students should navigate to Campus Connect > Profile tile > Personal Details > Biographic tab > Gender. Students should be aware that DePaul's student housing cannot accept an Unspecified gender selection.

Divisional Collaborations

Student Affairs
Office of the University Registrar

Contact Information

Office of the University Registrar
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Appendices

N/A

History/Revisions

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Last Amended Date: 09/20/2021
Next Review Date: N/A