

DEPAUL UNIVERSITY



Student Preferred Name and Gender

Category: Academic Affairs - Operational

Responsible Department: Office of Student Records

Responsible Officer: Provost

Effective Date: 12/9/2015

Policy Summary

This policy provides the option for students to elect a preferred name, which is utilized 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. Additionally, this policy provides students the option to indicate how their gender identity will display in Campus Connect.

Scope

This policy affects the following groups of the University:

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

This policy affects all members of the above groups.

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 DePaul University Office of Student Records and they will communicate the determination with student. Preferred names may not be used for misrepresentation or any illegal purpose.
- Preferred names must be comprised 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.

Adding a preferred name will not change the student's legal name of record with DePaul. To change a legal name, students are to follow the procedures listed at [this link](#).

If a student wishes to change their primary name to just their first initial, they may do so and the first initial would then be reflected in Campus Connect on transcripts and diplomas. To update a legal name to the first initial, students are to follow the procedures listed at [this link](#).

Students may also update their gender, including to an "unspecified" option. To change gender, students are to follow the procedures listed at [this link](#). Students should be aware that University Housing Services cannot accept an "unspecified" gender selection.

Procedures

Students who wish to utilize a preferred name should enter the name in Campus Connect.

Directions on how to do so are located on the DePaul Central website. Student Records will regularly audit the preferred names online to ensure they are appropriate and enforce the limit on number of changes a student can make.

Divisional Collaborations

Student Affairs

Office of Student Records

Contact Information

DePaul Central/Student Records

dpcl@depaul.edu
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Appendices

N/A

History/Revisions

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Last Amended Date: 05/09/2016

Next Review Date: N/A