POLICY STATEMENT

Your Name Policy

SU Policy Number: 701-006.0

ORIGINATING OFFICE
Office of Equity, Inclusion and Compliance

PURPOSE
Students and employees may request to have a name that differs from their legal name on certain University records and documents, and for other educational or professional purposes.

SCOPE
This policy applies to students and employees who seek to use a name that differs from their legal name on certain University records.

OBJECTIVE
To accommodate students and employees who go by a name other than their legal name. 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 different name is not for the purposes of misrepresentation, the University acknowledges that your name may be used in addition to the person's legal name.

DEFINITIONS

1. Your Name (preferred name, chosen name): A name that a person chooses to be known by. This may include a person's full name, or any part thereof.

2. Legal Name: A name that a person is identified by for legal, administrative, and other official purposes.

POLICY
It is the policy of the University that any student or employee may choose to identify themselves within the University's information systems with a name in addition to their legal name. It is further understood that the person's name may be used as articulated in Appendix A. The name may not be used where the use of the legal name is required by policies applicable to the University, the Pennsylvania State System of Higher Education, or applicable local, state or federal regulations or law.

The individual is free to determine the name they want to be known by in the University's information systems, which will only be denied or revoked when a name is deemed inappropriate for reasons including, but not limited to, avoidance of a legal obligation, fraud, use of obscene or offensive language, or misrepresentation.

RESPONSIBILITIES

1. Students may add or update their name by following the steps noted below.
   a. Log on to myShip using your SU e-mail address and password.
   b. Click on **Personal Information**
   c. You will be redirected to your **Personal Information** showing your **Name**.
   d. Review any current information.
   e. To add or make an update to a Preferred Name, click **Edit** in the top right corner of the **Personal Details**
   f. Make appropriate updates and click **Update**.

      i. Students should be aware of the different university uses of the preferred versus a legal name as defined in Appendix A, for example, the difference between the use of a **chosen name** (e.g., class roster) and when the university uses a **legal name** (e.g., university mail to home address).

      ii. Therefore, students wishing to use their **chosen name** only on campus should not use the myShip name change function, but rather notify in person or by email their teaching faculty and academic advisor, as well as other relevant parties to potentially include coaches, student group advisors, campus employment supervisors, Resident Assistants and Residence Directors of their preferred name.

2. Employees requesting to use their name should send the request by email to SU Human Resources hr@ship.edu.   The employee will be notified of the status of their request within ten (10) business days.

RECISSION
Upon approval, this policy supersedes any and all policies governing so-called preferred names.

APPROVALS
President's Cabinet, Monday, September 11, 2017
Executive Management Team, (revision), May 4, 2021
Forum, May 11, 2021

FILENAME
701-006.0 Your Name Policy

DATE
5/18/2021

DISTRIBUTION
Public

Appendix A

The **preferred name** will be used in select University-related systems and documents such as:

- Learning Management System
- Student Advising Systems
- Faculty Class Lists
- Student Co-curricular Systems
- Housing System
- Student Judicial System
- Email Display Name
- Student Reports
- Commencement Program and Ceremony
- Alumni System
- Student and Employee ID Card
- Degree Audits
- Diploma
- Athletic Rosters
- Dining Services
- Student Job/Career Services
- Recruiting Systems

The **legal name** will be used for official University records including, but not limited to the following items:

- Academic Transcript
- Enrollment Verifications
- Employment verifications
- Degree Verifications
- Employment Documents
- Payroll Documents (paycheck, W2)
- Athletic External Reporting
- Student Medical Records
- Legal Documents and Reports
- Student Accounts Statements
- Financial Aid Documents
- Scholarship Documents
- Correspondence and mail to home address
- Admissions Applications