

	<b>POLICY</b>	<b>Motion No.</b>	<b>AASS 1001-2025</b>
	<b>Preferred Name for Students</b>	<b>Effective Date</b>	<b>2/18/25</b>
		<b>Responsible Department</b>	<b>Academic Affairs/Student Services</b>
		<b>Attorney Review / Date</b>	<b>N/A</b>

**POLICY**

A preferred name is defined as the name that a student chooses to be called, which may differ from their legal name. This name may reflect the individual's gender identity, cultural identity, or personal preference. The use of a preferred name does not change the legal name on official records or documents.

Preferred name may include individual students who prefer to use:

- A middle name or nickname instead of a first name
- An anglicized name
- A name to which the individual is in the process of legally changing; or
- A name that better represents the individual's gender identity

Upon written/electronic request by the student and approval from the Registrar's Office a preferred/campus name will be used instead of the student's legal name in all related systems wherever possible. The legal name will be used in all Pennsylvania Highlands related systems and documents when related to official College records (i.e. transcripts, tax information, financial aid documentation, etc.).

Preferred name requests will be denied or revoked when a name is deemed inappropriate, including but not limited to being used to avoid legal obligations, commit fraud, contains obscene/offensive language, or for misrepresentation.

Preferred name will be used in the following College systems and records to the extent technologically possible. Some technology may require action by the student seeking to use a preferred/campus name to effectuate the change. Examples include:

- Identification cards
- Online directory
- Official college email
- Account Log in
- Class and grade rosters
- Learning Management System
- Commencement booklet
- Diplomas

A student's legal name is the name used for official government documents such as licenses, passports, and tax forms. This name is the official name of record for the student and will be used where there is a College business or legal need. Examples include:

- Transcripts
- Student account statements
- Student tax information (1098T)
- Financial Aid and scholarship documents
- Enrollment and degree verifications
- Mandatory student data reporting and compliance.

Effective Date	Motion Number	Document Author	Description of Change
2/18/2025	AASS 1001-2025	Academic Affairs/ Student Services	Initial Release