

Marywood University

Policies and Procedures

Chosen First Name Use Policy

Policy Statement:

To foster a campus environment that is inclusive and that encourages self-expression, Marywood University has established a policy whereby any current student or employee may use a chosen first name on campus. Marywood University will strive to have this name used wherever a legal name is not necessary.

Marywood University recognizes that faculty, staff and students may use names other than their legal name to identify themselves. These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames of a legal name, people who use an anglicized name, or people who use a name that affirms their gender identity.

The chosen first name does not constitute a legal name change. Students or employees who wish to legally change their name must submit the “Change of Name/Address” form with legal documentation such as a court order divorce decree, or social security documentation.

It is the policy of the university that students, faculty, staff, and administrators may use a chosen first name they want, regardless of whether they have legally changed their name, except where their legal names are required by law, industry standard or strong business need.

A person may prefer to be known by a shortened name or a nickname. Alternatively, a person may choose to be known by a different name. The University will refer to the student, faculty or staff’s choice of a different name or preferred nickname as a chosen name.

This policy applies to all students, faculty, and staff.

The chosen first name will be maintained in the University's Ellucian Colleague System.

The University will allow students and/or employees to request no more than one chosen first name while enrolled or employed at Marywood. The University has sole discretion to approve or not approve the request for a chosen first name.

At any time, students or employees may discontinue use of a chosen first name by following the procedure outlined below.

The Chosen first name will appear in many internal locations, including the following:

- Campus Directory
- ERP
- LMS
- Self Service Portal
- CRM
- Grade Roster
- The official Marywood App

Prohibited Use of Chosen First Names

Chose First names shall not be used for the purposes of fraud, misrepresentation, avoiding legal obligations, or in any manner that violates University policy, federal, state, or local laws. If the University determines that a student or employee is using a chosen first name unlawfully or in violation of this policy, the University reserves the right to remove a Chosen First Name if the name contains inappropriate, offensive language or unsupported characters. Federal or state licensing regulations, and related policies may limit the use of a chosen first name in place of a legal name.

The legal first name must always be used in the following places, as legally or operationally required:

- Degree Verification

- Employment Verification
- Enrollment Verification
- Federal and State Agency Reporting
- Financial Aid
- Student Loan Documents
- Human Resources Benefit Information
- Official Academic Transcript
- Tax Forms (i.e. W2, 1099s)
- Pay Checks
- ID Card
- SEVIS (Student and Exchange Visitor Information System)
- Student Accounts
- Student Employment
- Health Records
- Charitable gift receipt from University Advancement
- Single Sign On (SSO) to access Marywood University Systems

Use of Chosen First Name for Diploma and University Commencement

By default, students' LEGAL names are printed on diplomas even if a chosen name was selected. When students apply to graduate, they have the option to have their Chosen (i.e. Preferred) first name printed on the diploma, appear in the Commencement Program, and be read aloud at the ceremony.

To do so, students must submit the Chosen First Name Form prior to filling out the graduation application on MarywoodYou. Then, students must complete the graduation application by the designated deadline. The CHOSEN name will be used for the diploma, Commencement program, and on-stage reading of names. If students do not complete their graduation application by the deadline, their LEGAL name will appear on all Commencement materials, including their diploma, and be read aloud at the ceremony.

Adding, Changing, or Deleting Chosen First Name

At any time, students or employees may discontinue use of a Chosen First name. In order to add, change, or delete the Chosen First Name, one must complete the

Chosen First Name Form. The form will be routed to the appropriate office(s) for processing within three to five business days of submission.

At any time, students or employees may discontinue use of a Chosen First Name.

Prohibited Use of Chosen First Names

Chosen first names shall not be used for the purposes of fraud, misrepresentation, avoiding legal obligations, or in any manner that violates University policy, federal, state or local laws. If the University determines that a student or employee is using a Chosen first name unlawfully or in violation of this policy, the University will discontinue use of the Chosen First Name and will refer to the student or employee by their legal name.

Furthermore, the University reserves the right to remove a Chosen First Name if it contains inappropriate, offensive language or unsupported characters. Federal or state licensing regulations, and related policies may limit the use of a Chosen First name in place of a legal name.

Marywood University reserves the right to deny or remove any chosen first name for any reason; including, but not limited to, misuse, misrepresentation, attempting to avoid legal obligation, or the use of offensive names, with or without notice.

The University's Family Educational Rights and Privacy Act (FERPA) Policy

Marywood University's Family Educational Rights and Privacy Act (FERPA) Policy provides that a student's full name (including preferred or chosen and legal first names) is identified, along with other items, as directory information and maybe disclosed to the public without the students consent unless the student opts not to permit such disclosure. Cases of public disclosure include, but are not limited to, mailings that go to a physical or email address shared with parents/guardians and other family members. To rescind the disclosure of directory information, a student has the option of restricting this access.

Please refer to the FERPA-Student Release of Information form available from the Office of the University Registrar.

Definitions: N/A

Procedures:

Responsible University Offices Students: Office of the University Registrar - registrar@marywood.edu - 570-348-6280

Faculty and Staff: Human Resources - humanresources@marywood.edu - 570-348-6220

Related Policies/ Committees:

Family Educational Rights and Privacy (FERPA)

Policy History:

05/12/2023-The President approved the establishment of this policy as recommended by the Policy Committee at their May 12, 2023 meeting.

**MARYWOOD UNIVERSITY
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**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel**