Preferred First Name

Policy identification number: **To come...**

File: **Ethical and Responsible Conduct Policies > Responsible Conduct Policies**

Preferred First Name

Policy Summary

This policy allows for the use of a preferred first name different from a legal name.

Policy Owner	Approval Date	Effective Date
Vice President for Finance and Administration	**July 15, 2015**	**November 2, 2015**

Search Terms	Scheduled for Review
vpfa, p, f, n, preferred, first, name	**Spring 2020**

Policy Statement

1. Fort Lewis College recognizes that some faculty, staff and students may prefer to use first names other than their legal ones to identify themselves. As long as the use of this "preferred first name" is not for the purposes of misrepresentation, the College acknowledges that a preferred first name can and should be used where possible in the course of College business and education, including but not limited to, email address, directory listings, recognitions and any printed materials.

2. Inappropriate use of the preferred first name, including but not limited to, misrepresentation, inappropriate (obscene, derogatory) names or attempting to avoid a legal obligation may be cause for denying the request.

Reason for Policy

The College recognizes that some members of the college community prefer a first name different than their legal name.

Responsibilities

For following policy: All employees
For oversight of policy: Vice President for Finance and Administration
For notification of policy: Policy Librarian
For procedures implementing policy: Department of Information Technology managers; Registrar; functional area managers

Procedures

Students can utilize the Personal Information page on WebOPUS to request an update to their preferred name.

1. Navigate to the Personal Information page within WebOPUS
2. Click on "Name Change Information"
3. Update "Preferred Name" field and click "Submit for Approval"
4. The Registrar will review and either approve or deny request
    1. Registrar can deny request if requested first name is considered obscene or derogatory or is not considered a name

Faculty and staff can utilize the Personal Information page on WebOPUS to automatically update their Preferred Name.

1. Navigate to the Personal Information page within WebOPUS
2. Click on "Name Change Information"
3. Update "Preferred Name" field and click "Submit for Approval"