

**BP 0000 Preferred Name**

**Reference:**

- Title IX regulations presented in the [May 2016 Dear Colleague Letter](#) from the Office of Civil Rights

**Recognizing that students and employees may prefer to use a name other than their legal first name when identifying themselves, Gavilan College allows any student and employee to use a preferred name wherever possible in the course of campus interactions. Any student and employee may modify the preferred name in their internal Self Service Banner (SSB) account.**

**See Administrative Procedures #0000**

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1. Gavilan College SSB will record students'/employees' Legal Name and Preferred Name.
2. Legal Name Information includes fields for Legal First Name, Legal Middle Name, and Legal Last Name.
3. Preferred Name information includes a field for Preferred First Name, Preferred Middle Name, and a non-modifiable field for Legal Last Name.
4. Legal Last Name is stable and cannot be changed without a court order.
5. SSB screens will only show Preferred Name information.
6. Preferred Name information will default to Legal Name information, until student/employees request a new Preferred First Name.
7. Students/employees will have access to changing the Preferred First Name information, without requiring a justification.
8. The Preferred First Name field may include more than one name. For example, it can include a first and middle name or two first names.
9. The default name information via SSB screens is the Preferred Name information. Campus officials with a need to know the Legal Name information will continue to have access to Legal Name information, following all FERPA guidelines.
10. In order to gain access to any student information systems, employees are required to understand and acknowledge policies regarding Preferred Name information and Legal Name information usage.
11. Access to Legal Name information will be granted by a designated campus official.
12. SSB direct access screens will, if possible, include a Flag message that a Preferred Name is in use.
13. Preferred Name information is used for internal communication, such as class rosters, student ID cards, email addresses, and iLearn.
14. Legal Name information is used for external communication and mandated reporting, such as student accounts, financial aid, responses to enrollment inquiries such as verification requests (unless students choose FERPA Exclusion), official transcripts, diplomas, and mandated CCCC, state, and federal reporting.
15. Data requests for external communications, such as mail communication to student permanent addresses, may only access Legal Name information.

**Example 1**

**Legal Name information** – must request access with a need to know

David	Raymond	Kent
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Legal First Name    Legal Middle Name    Legal Last name

**Preferred Name information** – Self-Service default screen

Ray	Kent
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Preferred First Name    Legal Last name

Or

**Preferred Name information** – Self-Service default screen

Alex	Kent
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Preferred First Name    Legal Last name

Or

**Preferred Name information** – Self-Service default screen

Sarah	Kent
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Preferred First Name    Legal Last name

Or

**Preferred Name information** – Self-Service default screen

David Ray	Kent
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Preferred First Name    Legal Last name

**Example 2**

**Legal Name information** – must request access with a need to know

Hsin-Yang		Lee
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Legal First Name    Legal Middle Name    Legal Last name

**Preferred Name information** – Self-Service default screen

Mary Ann	Lee
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Preferred First Name    Legal Last name

Or

**Preferred Name information** – Self-Service default screen

Carl	Lee
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Preferred First Name    Legal Last name

Gavilan College recognizes that many students and employees use preferred first names rather than legal first names to identify themselves.

### **What are the benefits of the Preferred First Name?**

By allowing students and employees to self-identify, we:

- Honor their identity
- Foster an environment of inclusion, respect, and dignity
- Remove the anxiety that comes from students having to communicate preferred names to every instructor every semester
- Promote safe and welcoming spaces in our offices and in our District
- Comply with Title IX regulations presented in the [May 2016 Dear Colleague Letter](#) from the Office of Civil Rights

### **Where will the Preferred First Name Appear?**

The **preferred name** will stand in place of the legal first name in the following areas:

- DegreeWorks
- Self-Service Banner
- MyGav?
- Class rosters
- Course shells (Canvas)
- SARS
- Online phone directory
- Email addresses

The **legal name** must still be used in the following areas:

- Student Health
- Financial Aid
- EOPS/CARE/Foster Youth
- International Students
- Payroll Records
- Transcripts (official and unofficial)
- Diplomas

### **How will the Preferred First Name Impact District Employees?**

- Faculty will no longer need to update course rosters with students' preferred names. Banner will populate that information automatically.
- If a student selects a preferred first name after the start of a semester, the student's first name may change on the roster. However, the student ID number and last name will remain the same, so the student will still be easy to identify.
- Employees in some campus offices will have access to the preferred first name. When it is available, please address the student/employee by the noted preferred name instead of the legal name.
- In campus offices where employees only have access to legal first names, consider creating a more inclusive environment by incorporating a short form in which students/employees can identify preferred first names, a brief verbal introduction where all parties share their preferred first names, and/or signage at the front desk reminding

students and employees that this office only has access to the legal first name and that they may share their preferred names.

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## Preferred Name Change Form

This form is for students/employees who wish to use a preferred name instead of their legal name for interactions with Gavilan College. **Please be advised that your permanent record will reflect your legal name unless you legally change your name through the courts and complete Gavilan College's [Change of Student Records Form](#).**

1. Complete form and make an appointment with a counselor [online](#) or by calling 408-852-2895 or 408-848-4723 to submit your form.
  - a. NOTE: If you are a **District employee**, please submit this form to the Admissions & Records Office.
2. Preferred Name Change Form must be submitted by the "last day to add courses" deadline listed on the [Admissions & Records webpage](#).

### Student/Employee Information:

Gavilan ID # G00	Date of Birth
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### Student/Employee Legal Name:

First Name	Last Name
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### Student/Employee Preferred Name:

First Name	Second Name (if applicable)
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### Email Change Request: (optional)

\_\_\_\_\_ (Initials) I would also like to change my Gavilan email address to include my preferred name. I understand that only my legal first name will change to my preferred first name and that my legal last name will remain the same.

[legallastname.legalfirstname@my.gavilan.edu](mailto:legallastname.legalfirstname@my.gavilan.edu) change to [legallastname.preferredfirstname@my.gavilan.edu](mailto:legallastname.preferredfirstname@my.gavilan.edu)

**Signature:** My signature authorizes Gavilan College to change my *preferred* name. I understand that this process will not change my legal name with the District and that any official documents released from the District (official transcript; diploma, etc.) will be issued using my legal name.

Signature	Date
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