

## Preferred Name Policy

### Academic Policies

Approved: 02/02/2018

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The Preferred Name Policy at Missouri Western State University allows students to change their first names in most university information systems without pursuing a legal name change. The University hopes to give students an empowering, safe and nondiscriminatory university experience. Reasons for name changes may include transgender or gender nonconforming identities, international students or other students who wish to adopt an English language name, students known by names that are different from their legal names, etc.

You should feel empowered to be called by the first name of your choosing. Equally important, no student should feel pressure to take on an Anglicized name for acceptance or the convenience of others. Students who indicate a preferred first name on their admissions application will automatically have it entered into the university system. Current students can update their preferred first name by request to the Registrar's Office.

Adding a preferred first name does not change a student's official name as a part of their educational record. Your official name is your legal name. The charts listed within this policy detail the student systems and documents where a legal name will be used and where a preferred first name will appear. (The preferred first name will appear either in addition to the legal first name or in place of the legal first name, depending on the system/document.) This list is subject to change as new systems are added or replaced and may not contain all places where your preferred first name may appear.

#### PLACES WHERE YOUR LEGAL FIRST NAME WILL APPEAR

Enrollment/Degree Verification processes	Financial Aid Records
International I-20's	Official Transcripts
SEVIS (Immigration status reporting)	Federal and State Agency reports
Student Accounts	Paychecks, Timecards and Other Payroll Information
Student ID Card	Official NCAA Athletic Documents
Directory Information Disclosures	

#### PLACES WHERE YOUR PREFERRED FIRST NAME WILL APPEAR

Alumni/Foundation Database	Gmail Display Name and Network Login
GoldLink Account Name	GoldLink Student Information for faculty, advisors and University staff
Griffon GPS (degree audit system)	Moodle/Canvas
Online Student Directory	Residence Life System
Student Conduct System	Unofficial Transcripts through Goldlink
Student Life and Leadership System	University Communications and Publications
Athletic rosters, websites, and statistics	Diplomas and graduation lists

Students who misuse this Preferred Name Policy are subject to the [Student Code of Conduct](#).

#### Disclaimer

Missouri Western State University will display preferred names to the University community where feasible and appropriate, and it will make a good faith effort to update the reports, documents and systems designated to use preferred names. Inappropriate use of the preferred name policy (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying use of preferred names. Missouri Western State University reserves the right to remove any preferred name that is deemed inappropriate. Questions regarding this preferred name policy may be directed to the Division of Student Affairs at 816-271-4432 or Registrar's Office at 816-271-4211.