

College Procedure: 502.4 – Preferred Name

Policy Reference: 502 – Student Rights and Assurances
Responsible Department: Student Services
Approval Authority: Cabinet
Procedure Owner: Vice President, Student Services
Effective Date: 08/06/2018

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

Kirkwood acknowledges that as a community, many of its members use names other than their legal names to identify themselves. The college acknowledges that a “preferred name” can and should be used wherever possible in the course of college business and education. All students, faculty, staff, or alumni may choose to identify themselves with a preferred name in addition to the person’s legal name where possible and as described in this procedure.

Individuals are free to determine the preferred name they want to be known by in Kirkwood’s information systems. However, inappropriate use of the preferred first name policy may be cause for denying the request. Inappropriate use includes, but is not limited to, misrepresentation, falsification, or attempting to avoid a legal obligation.

The Procedure

Prospective students and employees may provide a preferred first name on the admissions application or employment application provided the applicant provides social security number or other unique identifier.

Current students and employees may declare a preferred first name on EagleNet.

Alumni who are not current students or employees may declare a preferred first name in the Kirkwood Foundation Office.

Preferred Name Display:

Kirkwood will attempt to use the preferred name wherever possible. This list provides examples of places where preferred and legal names will be used. These lists are not exhaustive and are subject to change.

Preferred Name:

- EagleNet
- Talon
- Class Rosters
- Kirkwood email
- EagleCard
- Degree Audit Report
- Advisee Lists
- Library
- Diplomas
- Employee training, years of service, and excellence awards

Legal Name will be used (where required by law or with partner institutions):

- Financial aid documents and forms
- Student accounts and billing notices
- Clinical Placements
- 1098-T, 1099, and W-2 tax forms
- Applications for employment and civil service testing materials
- Employment, payroll records and benefits documents
- Responses to enrollment and degree verification requests
- Student health records
- Requisitions, direct payment vouchers, and travel documents
- Background check

Legal Name and Preferred Name will be used

- Transcripts
- Discipline records

Questions about this procedure may be referred to the Registrar.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/06/2018	Jon Buse, Vice President, Student Services	New procedure
2	09/26/2019	Cabinet	Procedure template