



ACADEMIC AFFAIRS GUIDELINES

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| Section 2.10 | Academic Technology | |
| Title: | Preferred Name Guidelines | |
| Number (Current Format) | Number (Prior Format) | Date Last Revised |
| 2.10.1.A | 10.7 | 11/2024 |
| Reference: | | |
| Related Form(s): | | |

1. Purpose

The purpose of this guideline is to establish guidelines for the use of preferred names in technology solutions for the Regental system. This policy refers to the students attending one of the postsecondary institutions and all employees of the Regental system.

2. Governance

No language in these guidelines abrogates the requirements of BOR policies governing academics as well as student affairs and technology affairs, or other applicable laws or regulations. These procedures must be implemented and enforced consistent with all applicable BOR and institutional policies, as well as applicable state and federal laws and regulations.

3. Definitions

3.1. **Postsecondary Institution:** One of the six (6) public universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines & Technology, South Dakota State University, and University of South Dakota.

3.2. **Employee:** All employees of any of the universities and special schools.

4. Procedures

4.1. The SDBOR recognizes that faculty, staff, and students may use names other than their legal names to identify themselves. Employees shall make reasonable efforts to reference students and employees by their chosen name when calling that person by name in the course of university business and education, when the speaker (or person otherwise referencing the student or employee) knows the chosen name or reasonably should know the chosen name.

4.2. All students of the Board of Regents postsecondary institutions as well as faculty and staff at South Dakota Board of Regents institutions can submit their “preferred name.” Preferred names shall not be used for the purpose of misrepresentation, to avoid legal obligations, or in any other manner that violates university policy or federal, state, or local law. Recognizing the importance of classroom collegiality, preferred names may not include symbols or numbers, be unlikely to be approved as legal names (e.g. be obscene or derogatory), or otherwise violate university policy. Each university shall

develop a process for reviewing and responding to preferred name requests for students, faculty, and staff.

- 4.3. When a student, faculty, or staff chooses to use a preferred name, it will appear in all Regental systems and platforms where preferred name is used.

5. **Appropriate Official Records**

- 5.1. Student Preferred Name shall be used for the following instances:

- 5.1.1. Assigned email address

- 5.1.2. Class Rosters and Grade Reports accessed through Self-Service/SNAP

- 5.1.3. Dean's List and Academic Recognition for Part-Time Students

- 5.1.4. Institutional Early Alert Tools and student success platforms

- 5.1.5. Housing Roster/Assignment

- 5.1.6. Directory Listing (unless a *Request to Withhold Directory Information* is in place)

- 5.1.7. Desire2Learn (D2L)

- 5.2. Student Legal Name shall be used for:

- 5.2.1. University ID Cards

- 5.2.2. Class Rosters and Grade Reports accessed through Banner Admin

- 5.2.3. Financial Aid

- 5.2.4. Student and Exchange Visitor Program (SEVIS)

- 5.2.5. Responses to enrollment inquiries such as verification requests (unless a *Request to Withhold Directory Information* in place)

- 5.2.6. Transcripts and Degree Verification, including National Student Clearinghouse

- 5.2.7. Records from the Registrar's Office and all licensure records

- 5.3. A legal name is used in other locations where a legal name is required. Administrative staff and offices will be able to see both legal and preferred name.

- 5.4. University discretion may be used for campus-specific items such as but not limited to: Commencement, Diploma, and athletic rosters.

- 5.5. Faculty and staff Preferred Name shall be used for:

- 5.5.1. Assigned email address

- 5.5.2. Class rosters and IDEA forms

- 5.5.3. Website and catalog listings

- 5.5.4. Directory listings

- 5.5.5. Desire2Learn (D2L)

- 5.6. Faculty and staff Legal Name shall be used for:

- 5.6.1. University ID Cards

5.6.2. Student and Exchange Visitor Program (SEVIS)

5.6.3. Payroll

5.6.4. Internal Revenue Service (IRS)

6. Institutional Review and Oversight

6.1. The home university has the authority to deny any student, faculty, or staff their chosen preferred name or to remove a preferred name if that name does not comply with the criteria outlined in this policy. Each university shall develop a process for reviewing and responding to preferred name requests.

6.2. In situations where an individual is both a student and employee in the Regental system, the Human Resource and Registrar’s Office will work jointly to evaluate preferred name requests.

7. E-Learning and Special School Students

Students attending elementary and secondary schools will follow the state of South Dakota, local school district, and/or local school requirements for preferred naming. For purposes of this guideline, this includes students attending courses through the Center for Statewide E-Learning and the South Dakota School for the Blind or Visually Impaired or receiving services from South Dakota Services for the Deaf.

SOURCE:

AAC February 2019; TAC February 2020; AAC June 2021; TAC July 2021; AAC July 2021; AAC November 2024.