

## Preferred First Name Policy

### I. Purpose and Scope

University of Detroit Mercy is committed to creating an inclusive environment for all.

We recognize that faculty, staff, and students may use first names other than their legal first names to identify themselves. Except when an individual's legal first name is required by law, policy, or business needs, current employees and current students may choose to be identified in some university systems by the preferred first name that they have designated in accordance with this policy.

### II. Definitions

Preferred first name – An alternative to the individual's legal first name.

Legal name – A person's legal first, middle (if applicable), and last name as it appears on official governmental documents such as licenses, passports, social security cards, birth certificates and tax forms.

### III. Policy

Many members of the Detroit Mercy community use a first name that differs from their legal first name. Allowable preferred first name formats might include (but are not limited to):

- A shortened derivative of a name (e.g. "Sue" for "Susan")
- A middle name instead of a first name
- Initials (e.g., "AJ" with no punctuation)
- A first name that is chosen to represent the individual's identity, ("Peter" instead of "Xingyu")
- A first name that better represents the individual's gender identity
- A first name to which the individual is in the process of legally changing

Detroit Mercy will not accept a preferred first name that is vulgar, offensive, obscene, creates confusion with another individual, attempts to avoid legal obligation, or otherwise constitutes a misuse or abuse of this policy.

Preferred first names will be used where reasonably possible in the course of University business and education. Some examples of where preferred first names may be used include but are not limited to:

- Class and Grade Rosters in Banner
- If a preferred first name exists in Banner it will be uploaded to Blackboard using the preferred first name
- My Profile – Personal Information page preferred first name displays if on file
- Office 365 – Request to ITS Helpdesk to change preferred first name displayed
- University ID Card – Preferred first name change requires a card replacement fee

Examples of where the preferred first name will not be used and where the legal name will appear include but are not limited to:

- Financial Aid Documents
- Employment Forms
- Paychecks and Payroll Records
- Tax Forms (W2/1095C/1098T/1099)

- Billing and Financial Statements
- University Transcripts
- Diplomas
- Immigration Documents
- Enrollment Verifications
- Legally Binding Contracts
- Medical Documents/Health Records
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#### **IV. Procedure to Submit a Preferred First Name**

Employees and students can enter a preferred first name in your My Profile - Personal Information tab at my.udmercy.edu. Preferred first name changes are subject to review. Please see section III above for a list of acceptable preferred name formats. There are also options in the Self-Service profile to update Personal Pronoun and Gender Identification.

#### **V. Nondiscrimination Policy**

University of Detroit Mercy adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in private institutions of higher education. The University does not discriminate against any employee, applicant for employment, student, or applicant for admission based on:

- Sex,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Pregnancy,
- Family Responsibilities,
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human/civil rights agencies.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the University community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the University's nondiscrimination statement.

When brought to the attention of the University, any such discrimination will be promptly and fairly addressed and remedied by the University according to the Resolution Process. The University Title IX Coordinator may be contacted at titleix@udmercy.edu or 313.993.1802.

#### **VI. Privacy Considerations**

##### *Students*

Consistent with the Family Educational Rights and Privacy Act (FERPA), Detroit Mercy allows for the release of Directory Information which includes but is not limited to name (legal/primary and preferred), mailing and email addresses, phone numbers, dates of attendance, class, date and place of birth, major, previous institutions attended, enrollment status, degrees conferred including dates, honors and awards received, photograph, past and present participation in officially recognized university activities and sports, and physical factors (e.g. height and weight of athletic team members). Students who wish to have their directory information withheld/blocked from release can make this request in writing to the Office of the University Registrar.

**VII. Legal Name Change**

[Guide to procedures for changing your name in Michigan.](#)

Office of Human Resources and Payroll and Office of the University Registrar

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