

3344-86-01 Preferred names

(A) Purpose.

Cleveland state university recognizes that some members of the campus community prefer to use a name other than their legal names – their “preferred name”. The university seeks to allow the use of preferred names wherever possible, consistent with the law and the constraints of university systems.

(B) Student use of preferred name.

(1) Students will have the opportunity to provide a preferred name in addition to their legal name.

(2) Students may change their preferred name as often as they wish or remove their preferred name at any time.

(a) The university will make a good faith effort to update documents and systems that are designated to use preferred names in a timely manner. However, changes mid-semester may not be communicated to professors.

(b) It is the responsibility of students using a preferred name to ensure that their professors are able to identify their work for grading purposes.

(c) If a student requests a new ID card to accommodate a change in their preferred name, the student will be charged the standard fee for a new card.

(3) Preferred names for students shall be available for the following purposes:

(a) Student ID card

(b) CampusNet, including class rosters, class schedule, grade rosters, degree audit, unofficial transcript

(c) Blackboard

(d) Starfish / advising records

(e) Student conduct records, when appropriate

(f) College scheduler / schedule planner

(g) Directory information – internal requests

- (h) E-mail directory display name
 - (i) Career services records, except for student employment
 - (j) Residence life records, except for housing contracts
 - (k) Health services and counseling records, except for medical billing
 - (l) Commencement program
 - (m) Alumni affairs records
- (4) A student's legal name shall continue to be used for the following purposes:
- (a) Reporting to state and federal agencies
 - (b) Enrollment and degree verification
 - (c) Student employment records
 - (d) National student clearinghouse reporting
 - (e) Official transcripts
 - (f) Diploma
 - (g) Financial aid
 - (h) Student conduct records, where necessary
 - (i) Transfer and external credit processes
 - (j) Directory information – external requests
 - (k) Immigration records
 - (l) Student account and billing
 - (m) Housing contracts
 - (n) Medical billing

- (o) Email address
- (p) Other records where a legal name is required by law or university policy

(C) Employee use of preferred name.

- (1) Employees will have the opportunity to provide a preferred name in addition to their legal name. Employees may change their preferred name as often as they wish. The university will make a good faith effort to update documents and systems that are designated to use preferred names in a timely manner.
- (2) Preferred names for employees shall be used except when a legal name is required. A legal name shall be required for the following purposes:
 - (a) Reporting to state and federal agencies
 - (b) Payroll records
 - (c) Tax forms and reporting
 - (d) Immigration records
 - (e) Pension and pension alternatives
 - (f) Employee benefits enrollment and forms
 - (g) Professional licensure
 - (h) Other records where a legal name is required by law or university policy

(D) Prohibited use of 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. 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.

(E) Removal of preferred name.

The university reserves the right to remove a preferred name from a student or employee record without notice when it determines that use of the name is prohibited.