



Policy: <b>Name Usage Policy</b>	Policy No: <b>T2.1</b>
Policy Developer(s): <b>Name Usage Working Group</b>	Original Date: May 13, 2021
Last Review Date: NA	Approval Date: May 13, 2021

Contact Person for Website: Registrar

- I. **POLICY:** John Carroll University (the “University”) seeks to provide a community for faculty, staff and students that promotes personal growth and development in a safe and welcoming environment. The University is committed to the belief that respect for the rights and dignity of all people must be protected. This goal is an integral part of all aspects of University life, rooted in our Jesuit Catholic identity, and is essential to our academic community.

Therefore, members of the community are supported and encouraged, when they wish to do so, to express a [preferred name](#) and to identify pronouns that they would like others to use when referring to them. The Procedures below delineate in which situations the University will use [legal names](#) and in which preferred names. Consistent with the University value of demonstrating respect for the rights and dignity of all people, all members of the University community are encouraged to demonstrate respect for others by using the addressee’s preferred name and/or expressed pronouns.

- II. **PURPOSE:** To provide a policy and guidelines to facilitate the use of preferred names and expressed pronouns by members of the University community in University systems and settings, while retaining legal names in University systems as consistent with applicable procedures and laws.
- III. **SCOPE:** This policy pertains to all members of the University community, including enrolled students (whether full-time or part-time); employees (including all faculty and staff members); vendors; contractors; visitors; and guests.

#### IV. PROCEDURES:

- A. Once requested, [preferred names](#) will be used in the following University systems and records:
1. Carroll Card  
A one-time waiver of the fee to update the Student or Employee Identification Card with the preferred name will be provided. Subsequent changes will result in an applicable fee.
  2. Employee business cards

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3. Online Directory
    - a. Students can make a request that their directory information not be released to the public. [Students must request to withhold directory information in writing to the Registrar's Office](#). The request will be honored until such time as the student requests otherwise in writing. In the event that such written notification is not filed, the University assumes that the student does not object to the release of directory information.
    - b. Employees may request to restrict the listing of their (legal or preferred) names in the online employee directory by contacting Human Resources. Approvals will be made on a case-by-case basis.
  4. Official Student or Employee Email Display Name

A one-time request for an email alias using the preferred name will be granted. Subsequent changes will be evaluated on a case-by-case basis. An email alias does not change the actual email address but allows the email address based on preferred name to work.
  5. Class and Grade Rosters (for students and employees taking courses)
  6. Learning Management System (Canvas)
  7. Reports and/or lists generated for academic purposes
  8. University Press Releases (i.e., Dean's List)
  9. University-sponsored Social Media Sites
  10. Other University-sponsored venues, as appropriate and approved on a case-by-base basis
- B.** [Legal names](#) will continue to be used for official University records including, but not limited to the following:
1. Legal Documents and Reports Produced by the University (i.e., enrollment reports to the National Student Clearinghouse, enrollment lists for student insurance)
  2. Applications for Admission
  3. Student Account Statement (Bills)
  4. Financial Aid, Scholarship and Loan Documents
  5. Transcripts (Official and unofficial)
  6. Enrollment Verifications
  7. Degree Verifications
  8. Student Employment Documents
  9. Responses to requests for [FERPA Directory Information](#)
  10. Responses to requests made under the [Solomon Amendment](#)
  11. Employment Verifications
  12. Employment Documents
  13. Paychecks, W2s, and other Payroll documents
  14. Benefits Enrollment
  15. IRS, SSA, and other state and federal reporting requirements
  16. Campus network ID (username) and official email address (other than an email alias)
- C.** Graduating students have the option of specifying the name they wish to be used on their diploma and in the Commencement Program when completing the Application for Graduation.
- D.** Official University communications that require the use of the legal/primary name shall use that name; other University communications will use the preferred name. Students

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and employees should be aware that such communications including their preferred name may include select materials that are mailed to their home address.

- E.** Requests by students to amend their educational record under the Family Educational Rights and Privacy Act (FERPA) related to a preferred or legal name will be addressed consistent with this policy, with applicable law, and with principles for other requests for amendment of student records under FERPA.
- F.** Preferred name change requests may be denied or revoked by the University when the preferred name is used to avoid a legal obligation or criminal history, commit fraud, misrepresent, or otherwise violate University policy or applicable law. Reports of such activity will be handled pursuant to University policies and procedures and applicable law. Depending on the individual and circumstances involved, offices addressing such activity could include the offices of Human Resources, General Counsel, the Dean of Students, the Registrar, the Office of the Provost, and/or appropriate law enforcement agencies.
- G.** The University will make good faith efforts to utilize the preferred name in the instances cited in this Policy, but cannot guarantee that a preferred name will never be used in a manner inconsistent with this policy. If an individual has a concern about the use of a preferred name in a manner that is inconsistent with this policy, the individual should bring the concern to the attention of an appropriate University representative (i.e. Registrar, Human Resources, Dean's Office etc.)

### **V. DEFINITIONS:** terms used within or relating to this policy.

- A. Legal Name:** A person's legal name is the name that appears on official government documents, such as licenses, passports, birth certificates, Social Security cards, and tax forms.
- B. Preferred Name:** A preferred name is defined as an alternative to the individual's legal name, as designated by the individual in University systems. A preferred name is limited to: (1) first name (given name), or (2) first name and middle name. Last names (surnames) are considered legal names and any change to last name must be supported by appropriate documentation, consistent with applicable legal requirements.

### **VI. CROSS REFERENCES:**

- A.** University Policies, including but not limited to
  - 1. [Non-Discrimination and Non-Harassment](#)
  - 2. [Email Naming Conventions and Assignment Policy](#)
  - 3. [Family Educational Rights and Privacy Act Policy](#)
- B.** Other University documents, including but not limited to
  - 1. [Stop Bias Campaign and Bias Reporting](#)
  - 2. [Name Usage Policy FAQ](#)

***This policy will next be reviewed five years from the approval date/date of last review.***