

Executive Policy Chapter 7, Student Affairs
Executive Policy EP 7.xxx, Preferred Name
Effective Date: July 2016
Prior Dates Amended: none (new)
Responsible Office: Office of the Associate Vice President for Student Affairs
Governing Board of Regents Policy RP
Review Date: July 2018

I. Purpose

- A. To set forth a policy to support students who have a preferred name, such as students with Hawaiian names, international students and students wishing to use a name that is concurrent to their gender identity.
- B. The goal of this policy is a consistent preferred name experience across the University of Hawai'i system and use of one's preferred name wherever legal name is not absolutely necessary. The legal name will still be used for official transcripts, financial aid documents, payroll, and other instances where a legal name is required by law, university operations or university policy.
- C. The option to use preferred name shall be available to all students, staff, and faculty, as long as the use of the preferred name is not for the purpose of misrepresentation.

II. Definitions

- A. "Preferred name" is the name that student, staff and faculty use consistently and regularly, other than their legal name.
- B. "Legal name" is the name that student, staff and faculty have listed as their official name of record on an official government or state identification such as state driver's license, birth certificate, passport, etc.
- C. "Pronoun" is a word that refers to either the people talking (like I or you) or someone or something that is being talked about (like she, it, them, and this).

- D. Gender pronouns (like he and hers) specifically refer to people that you are talking about.

III. **Executive Policy**

- A. The University acknowledges that a preferred gender pronoun and name may be used whenever possible in the course of university business and education.
1. The University shall permit any student, staff and faculty member who wishes to choose to identify themselves within the University's information systems with a preferred name in addition to their legal name.
 2. It is further understood that the preferred name may be used in university communications and reporting, except where the use of the legal name is necessitated by university business or legal requirement.
 3. This policy is limited to first names and not surnames or family names. This policy may be modified, changed, altered, or rescinded at the discretion of the University.
- B. The University will utilize a "Preferred Name" that is different than a student's legal name, upon a student's completion of the process described below:
1. Retrieve, complete, and sign the University Form for Use of Preferred Name.
 2. After completing the form, it must be filed in the Office of the Registrar at the home based campus.
 3. The form will explain the terms and conditions under which the preferred name will be used. The form states where the preferred name will appear, such as "on student identification cards, class rosters, and student directories such as Lulima and STAR."

Banner Student Forms and Class Rosters, Student Information System (SIS) Web Form Class Rosters and Final Grading Rosters are good examples of these types of administrative systems and they require CAS authentication and authorization for user access.

4. Students will also have access to the "alias" feature to develop a hawaii.edu email address that reflects their preferred name.
 5. Students who wish to change their official name of record must submit official documentation (e.g., court order, divorce decree, gender identity) directly to the Office of the University Registrar and, if employed by the University to Human Resources.
- C. Employees may use a "Preferred Name" on campus that is different than their legal name.
1. Campus departments will be instructed to utilize preferred name in their business practices.
- D. The University will make every effort to display preferred first name to the University community where feasible and appropriate and make a good faith effort to update reports, documents and systems accordingly.
- E. A preferred name will not be shown on certain records, including paychecks, payroll records, transcripts, enrollment verification, medical records, financial aid documents and other records which require use of an official name of record.
- F. UH reserves the right to deny or remove any preferred name for misuse, including but not limited to misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names, with or without notice.

IV. Delegation of Authority

There is no policy specific delegation of authority.

V. Contact Information

Office of the Associate Vice President for Student Affairs at telephone number 956-8753 or by email at <avpsa@hawaii.edu>.

VI. References

- A. Regents Policy RP1.205 Policy on Nondiscrimination and Affirmative Action
- B. Executive Policy EP1.202 University Statement of Nondiscrimination and Affirmative Action
- C. Executive Policy EP1.204 Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence

Approved:

David Lassner
President

<Date>