

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Preferred First Name Policy

NUMBER: Policy IV-02

1. All students, faculty, and staff members at South Dakota Board of Regents institutions may submit a “preferred first name.” Review and approval processes are guided by the South Dakota Mines policy for use of the preferred first name as described below. These guidelines are based upon the principle that everyone should have the right to be referred to by a name of his or her choosing, tempered by legal constraints and security and confidentiality considerations.

2. Appropriate Official Records

- 2.1. Student **preferred** First Name shall be used for:

- 2.1.1. Banner Student
- 2.1.2. Class Rosters and Grade Reports¹
- 2.1.3. Institutional Early Alert Tools (currently Starfish and Student Success Collaborative)
- 2.1.4. Housing Roster/Assignment
- 2.1.5. Directory Listing (unless a *Request to Withhold Directory Information* is in place)
- 2.1.6. For the commencement ceremony (if a student makes this request in completing a graduation application)

- 2.2. Student **legal** First Name shall be used for:

- 2.2.1. Student Accounts
- 2.2.2. University ID Cards
- 2.2.3. Financial Aid
- 2.2.4. SEVIS
- 2.2.5. Responses to enrollment inquiries such as verification requests (unless a *Request to Withhold Directory Information* in place)
- 2.2.6. Transcripts and Degree Verification
- 2.2.7. Records from the Office of the Registrar and all licensure records
- 2.2.8. Assigned email address (display name can be updated individually; each university has the authority to utilize preferred name)
- 2.2.9. Commencement (unless otherwise requested – see 2.1.6 above) and Diploma
- 2.2.10. A legal first name is used in other locations where a legal name is required.

- 2.3. Administrative staff and offices will be able to see both legal and preferred name.

¹ For fall semester 2020 use of preferred name in D2L may not be possible as an API fix between Banner and D2L is not completed. As soon as the fix is created, preferred name will automatically be used in D2L.

2.4. Faculty and Staff **preferred** First Name shall be used for:

- 2.4.1. Class rosters and IDEA forms
- 2.4.2. Website and catalog listings
- 2.4.3. Directory listings
- 2.4.4. Commencement program
- 2.4.5. D2L²

2.5. Faculty and staff **legal** Name shall be used for:

- 2.5.1. Faculty Accounts
- 2.5.2. University ID Cards
- 2.5.3. SEVIS
- 2.5.4. Assigned email address (an alias may be used if specific request is made to ITS)
- 2.5.5. Payroll
- 2.5.6. IRS
- 2.5.7. A legal first name is used in other locations where a legal name is required.

3. Institutional Review and Oversight

- 3.1. South Dakota Mines has the authority to deny any student, faculty member or staff member the use of a preferred name or remove a preferred name. Preferred names may not be used for purposes of fraud or misrepresentation. The University reserves the right to remove a preferred name if it contains inappropriate or offensive language. In situations in which an individual is both a student and employee of South Dakota Mines, the Human Resources Office and Office of the Registrar will work jointly to evaluate preferred name requests.
- 3.2. Application forms are available on the websites of the Human Resources Office and the Office of the Registrar. Submission must be made in person at the Office of the Registrar, together with at least one government issued picture ID (e.g. driver's license or passport).
- 3.3. If a preferred first name has been selected as an option, it will be pulled for every case noted in section 2.1 and 2.4 above.

² For fall semester 2020 use of preferred name in D2L may not be possible as an API fix between Banner and D2L is not completed. As soon as the fix is created, preferred name will automatically be used in D2L.