



**Policy Series #: 1000 - Administration**

**Policy Manager:**

**Preferred Name Policy**

**PURPOSE:** Riverland Community College recognizes and supports the members of its community who wish to use preferred names where legally permissible. This policy outlines a process/procedure by which individuals at the college may designate a preferred name to be used in the course of system business and education on an annual basis.

**APPLICABILITY:** The College will disseminate a procedure for individual employees, students, and alumni, where applicable, to choose a preferred name that will be used for identification within the system except where a legal name is required by system business or legal needs, or where technical constraints exist.

**DEFINITIONS:** A preferred name is a name that a person has chosen to identify themselves within the MnSCU system that is different, in whole or in part, from their legal name.

**DOES THIS POLICY HAVE A PROCEDURE? YES**

**PROCEDURE/PROCESS:** Requests for use of a preferred name must be submitted in writing to the designated campus official; identification may be requested for security purposes. The college registrar shall be responsible for handling preferred name requests from students and alumni; human resources office shall be responsible for handling preferred name requests from employees on an annual basis. The change will be only once per academic year unless there are extenuating circumstances.

How to make the request:

1. ***Download preferred name request form***
2. ***Complete the request form and submit to Registrar if you are a student or alumni or Human Resources if you are an employee.***
3. ***Registrar or Chief Human Resources Officer will approve or deny the request. Requestor will only be notified if the Preferred Name is denied.***
4. ***Student may appeal with a letter to the Dean of Student Affairs and employees may appeal with a letter of appeal presented to the Human Resources Department.***

**LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: Preferred Name Form**  
***(add link when established)***

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Date of Initial Review by President's Cabinet: 10-8-2015  
AASC Review (if applicable):  
FSGC Review (if applicable): 10-21-2015  
Date of Final Approval / Policy Adoption: 11-12-2015  
Date & Subject of Revisions: