

DIN: 1033-1-01

Name of Procedure: Preferred Name

Purpose

Minnesota State and Northwest Technical College recognize and support the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which individuals in the system may designate a preferred name to be used in the course of system business and education.

Scope

This procedure applies to all Northwest Technical College students, employees and alumni.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition/Description
Preferred Name	A preferred name is a name that a person has chosen to identify themselves within the Minnesota State system that is different, in whole or in part, from their legal name.

Procedure

The table below describes the steps in this procedure:

Step	Action
1	Northwest Technical College shall adopt, maintain, and 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. Where a preferred name is used, the legal name should not be displayed in the same field.
2.	Requests for use of a preferred name must be submitted in writing to the designated campus or system official; identification may be requested for security purposes. Campus registrars shall be responsible for handling preferred name requests from students and alumni; human resources offices shall be responsible for handling preferred name requests from employees.
3.	An individual shall generally be permitted to designate any preferred name, including first, middle and/or last name. Northwest Technical College reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.
4.	Northwest Technical College shall use preferred names for e-mail address, online directory, class rosters, and other functions where technically and legally possible.
5.	Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and

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	updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of “preferred names where legally permissible.”
6.	The system office information technology division will be responsible for implementing the use of preferred names within ISRS. Northwest Technical College is responsible for implementing the display of preferred names in their local applications. Implementation of preferred names shall be phased in over time as technical resources are available.
7.	Northwest Technical College shall be responsible for disseminating information about this procedure to its community members. Information about this procedure shall be included in new student and employee orientation.
8.	The Minnesota State system office shall develop template forms for use by individuals who wish to request a preferred name.

Supporting references

Listed below are college document(s) that support this procedure: N/A

Compliance references

Listed below are references to compliance requirements (e.g. Minnesota State Policy, federal regulations).

Minnesota State System Procedure 1B.1.2 Preferred Name
<http://www.minnstate.edu/board/procedure/1b-01p2.pdf>

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