

**Proposal # 16:038**

Approved by:

APC \_\_\_\_\_

ACC \_\_\_\_\_

Salem State University Undergraduate Governance  
Academic Policy Proposal Form

Title:

Comprehensive Preferred Name Policy

*(please give your request a brief descriptive title)*

**X New Policy (see attached document for policy in its entirety)**

Description of policy as it would appear in the catalog:

It is Salem State's policy that students within the university community may choose to use a preferred name different from their legal name to identify themselves. The preferred name policy applies to internal university documents such as class rosters, Clipper Card, canvas etc. A community member's legal/ primary name may appear on many external university documents in addition to any documents that require a legal name such as financial aid, payroll records, transcripts, etc. Legal/ primary name will be used in cases where information is sent to a permanent address. A preferred name must not be used for the purposes of misrepresentation at the university.

Students should be advised that Salem State University strives to use preferred names. However, in some instances a preferred name may not be used. The overarching goal of the policy is to create a consistent name experience for all community members across campus. Salem State community members may choose to use a different name for a variety of reasons to ensure an experience that best reflects them while at the University. The University does not guarantee that all internal systems will reflect preferred name, but will continue to expand the internal use of preferred names across internal systems to support this goal.

Rationale for policy:

Salem State University recognizes that its community members, for various reasons, may choose to use a preferred name in place of their legal name. A preferred name is a name that one can designate to be used on certain University-related records or documents in place of one's legal name. Salem State University is now able to honor preferred first names. Salem State University recognizes that its community members, for various reasons, may choose to use a preferred name in place of their legal name. A preferred name is a name that one can designate to be used on certain University-related records or documents in place of one's legal name. Salem State University is now able to honor preferred first names. As such, there should be a policy that streamlines and outlines this process for campus constituents.

Proposed effective date: as soon as possible Fall 2015

Submitter: Rebecca D. Comage & Julia R. Golden

Department: Diversity & Multicultural Affairs

Date Submitted: 9/10/2015

## **16: 038; Preferred Name policy**

**Catalog copy as it currently appears (9/29/15)**

### **Clipper Card Replacement**

The first ID card is issued free of charge. If a card is lost or stolen, a replacement may be obtained by bringing a payment of \$25.00 to the Bursar's Office located on the second floor of the Administration Building. Bring your receipt to the ClipperCard Office where a new card will be issued. For further information and hours of operation, contact the Clipper Card Office at 978.542.2273 or our website [salemstate.edu/clippercard/](http://salemstate.edu/clippercard/).

### **Email Communication Policy**

#### **University use of Email**

Email is an official means of communication at Salem State University. Therefore, the University has the right to send communications to students and employees via email and the right to expect that those communications will be received and read in a timely fashion.

#### **Assignment of Email Addresses**

The University will assign all students and employees and official Salem State University email address. It is to this official address that the University will send email communications; this official address will be the address listed in the University's enterprise directories.

#### **Redirecting of Email**

Students and employees may choose to have an official Salem State University email electronically redirected to another email address (e.g., @aol.com, @hotmail.com or an address on a departmental server), but do so at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve students or employees from the responsibilities associated with communication sent to their official email address.

#### **Expectations Regarding Use of Email**

Students and employees are expected to check their official email address on a frequent and consistent basis in order to stay current with University communications. The administration recommends checking email on a daily basis in recognition that certain communications may be time-critical.

#### **Educational Uses of Email**

Faculty may determine how email will be used in their classes. It is highly recommended that if a faculty member has email requirements and expectations, that these requirements be specified in the course syllabus. Faculty may expect that students' official SSU email addresses are being accessed, and faculty may use email for their courses accordingly.

#### **Salem State University Email Requirements**

Students and employees may be required to have a Salem State University email account in order to access certain University resources, such as Learning Management System or Navigator (the University web portal).

#### **Appropriate Use of Email**

In general, email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes.

- All use of email, including use for sensitive or confidential information, will be consistent with Salem State Acceptable Use Policy.
- Confidentiality regarding students records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.
  - Email shall not be the sole method for notification of any legal action or disciplinary action.

The Chief Information Office and the Vice President of Academic Affairs will review this policy as needed. Changes will be authorized by the approval of the All College Committee. Students/employees with questions or comments about this policy should contact the CIO and/or Vice President of Academic Affairs. Students/employees with technical concerns should direct their technical questions to the IT hotline.

### **Posthumous Degrees**

In extraordinary circumstances, the university may choose to award a degree posthumously. The criteria and procedures for awarding of a degree posthumously maybe found here .

## **16: 038; Preferred Name policy**

Catalog copy as it would appear with the preferred name policy

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### **Preferred Name Policy**

It is Salem State's policy that students within the university community may choose to use a preferred name different from their legal name to identify themselves. The preferred name policy applies to internal university documents such as class rosters, Clipper Card, canvas etc. A community member's legal/ primary name may appear on many external university documents in addition to any documents that require a legal name such as financial aid, payroll records, transcripts, etc. Legal/ primary name will be used in cases where information is sent to a permanent address. A preferred name must not be used for the purposes of misrepresentation at the university.

Students should be advised that Salem State University strives to use preferred names. However, in some instances a preferred name may not be used. The overarching goal of the policy is to create a consistent name experience for all community members across campus. Salem State community members may choose to use a different name for a variety of reasons to ensure an experience that best reflects them while at the University. The University does not guarantee that all internal systems will reflect preferred name, but will continue to expand the internal use of preferred names across internal systems to support this goal.

### **Posthumous Degrees**

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COMPREHENSIVE PREFERRED NAME POLICY

### **Preferred Name Policy Background**

Salem State University recognizes that its community members, for various reasons, may choose to use a preferred name in place of their legal name. A preferred name is a name that one can designate to be used on certain University-related records or documents in place of one's legal name. Salem State University is now able to honor preferred first names.

It has taken the work of many campus partners to establish this policy, and the Diversity & Multicultural Affairs office is grateful for the commitment of all colleagues that have assisted us in getting to this point. In September 2014, the University made the decision to begin the research process of establishing a first name policy that allows eligible students to indicate a preferred first name to the university community regardless of whether they have legally changed their name.

The University's phased implementation of preferred name began in fall 2014 and will occur over time. In the fall of 2014 a preferred name could be indicated on a class roster. The goal of the phased implementation is a consistent name experience across University systems and the use of preferred name everywhere, except when legally necessary. Full implementation of the Preferred Name Policy will take time. There are many different information systems across campus, it is the responsibility of the system owner to update their system to use preferred name. As of summer 2015, the preferred name options populate through SSU systems to class roster, grade roster, canvas, student email, and in various places in student self-service (degree tracker, student center, etc). We anticipate that by spring 2016 ClipperCards will include preferred names.

### **Policy**

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all internal systems will reflect preferred name, but will continue to expand the internal use of preferred names across internal systems to support this goal.

**Frequently Asked Questions:**

1. Do I have to enter a preferred name?
2. How do I set a preferred name?
3. Can I use my preferred name for everything at the University?
4. When will my preferred name show up in my class roster?
5. Where will my preferred name appear?
6. How many times can I change my preferred name?
7. Can I change my preferred name to whatever I want?
8. What happens if someone enters an inappropriate preferred name?
9. Can any member of the Salem State University community indicate a preferred name?
10. Will my preferred name appear on my Clipper Card?
11. How do I delete my preferred name?
12. I have more questions about my preferred name and/ or the preferred name policy, who can I contact?
13. How do I correct or change my legal name at the University?
14. How does the preferred name policy affect F-1 & J-1 visa students?

**1. Do I have to enter a preferred name?**

No you do not have to enter a preferred name. This is a service for people who wish to be known by something other than their primary/legal name. If you regularly use your primary/legal name then please do not enter a preferred name. If you enter a preferred name that matches your primary/legal name the preferred name will not be displayed.

**2. How do I set a preferred name?**

While in your Navigator account click the full menu tab at the top. Access on this drop down menu should show the option of Personal Profile. Once you click Personal Profile, a second drop down menu of change my preferred first name should appear. Once on this page you can edit your preferred first name.

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Quick Links Full Menu Favorites

- My Class Schedule
- View My Grades
- Registration
- Express Registration
- View My Holds
- My Academics
- View Financial Aid
- Student Accounts
- Make a Housing eRequest
- View Degree Tracker Report
- Manage ChipperCard Account
- My Advisors
- MAP System
- AcademicWorks
- Apply for Graduation
- Health Services Portal
- Student Health Insurance
- Parking Permit Request
- Request a Peer Tutor

Click on the Full Menu Tab

Click on the Personal Profile Menu Item and then click on "Change My Preferred First Name"

Quick Links Full Menu Favorites

- Menu Search:
- Self Service
  - Student Center
  - Enrollment
  - Campus Finance
  - Academics
  - Learning and Development
  - Campus Life
  - Class Search Browse Catalog
  - Personal Profile**
    - Personal Data Summary
    - Addresses
    - Phone Numbers
    - Email Addresses
    - Emergency Contacts
    - Demographic Information
    - View My Holds
    - Ethnicity
    - Change my Password Hint
    - Change My Password
    - Gender Self-Identification
    - Change My Preferred First Name
    - Enter My MESPID
- Communications
- To Do Items
- My Info

Trending Links:

To Do Done

Search |

To Do Item	Info.	Contact Office	Due Date	Complete?
Register for Fall 2015 Classes		Student Nav Center		
See your Faculty Advisor		Center for Academic Excellence		<input type="checkbox"/>
Resolve Your Hold(s)		Student Nav Center		
Drop class(es) you are enrolled in for which you have Transfer Credit		Student Nav Center		
Graduation Status Update - Ineligible after Grades-In!		Graduation	May 12 2015	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

First Previous Next Last

News and Announcements

- Anne's super sweet test news item >
- Fusce fermentum odio nec arcu >



COMPREHENSIVE PREFERRED NAME POLICY

The image shows a screenshot of a web form titled "Change My Preferred First Name". At the top left, there is a box containing the text: "Enter preferred first name and click on 'Submit'." An arrow points from this box to the "Submit" button at the bottom right of the form. The form itself displays the following information: "Student ID: T0116915" and "Name: Salem,Salem". Below this, there is a label "Preferred First Name:" followed by a text input field containing the placeholder text "PreferredFirstName". At the bottom right of the form is a "Submit" button.

### 3. Can I use my preferred name for everything at the university?

Preferred name will only be used in cases where legal name is not absolutely necessary. Examples of where your primary/legal name are necessary include, but are not limited to, financial aid documents, payroll, official transcripts, diplomas, and federal immigration documents. Due to the many systems used to organize data on campus not all documents may be comprehensive in reflecting the preferred name. It is the University's intent to ensure a consistent experience across campus in regards to how anyone is addressed. In some cases if you indicate a preferred name, it may be necessary to clarify that your preferred name is different that your primary/ legal name. Examples of this include, but are not limited to, official interactions with police, security in entering buildings, and/or law enforcement, and verification of medical records.

### 4. When will my preferred name show up in my class roster?

Your preferred name will appear immediately upon entering it into Navigator in your class roster. However, you may want to remind your faculty about this change on the roster. If you need any assistance with this process please contact, Assistant Director of Diversity and Multicultural Affairs Julia Golden at [jgolden@salemstate.edu](mailto:jgolden@salemstate.edu).

### 5. Where will my preferred name appear?

Your preferred name, once it is changed via Navigator, will appear in in campus systems that are able to accommodate a preferred first name. The primary locations in which your preferred name will be displayed will be Navigator and Canvas and faculty facing systems as well as email

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account usernames. Salem State is not responsible for affiliated companies and their usage of preferred/primary legal names. The goal of the university is to continue to expand the use of preferred names and this is not an exhaustive list and will change over time.

**6. How many times can I change my preferred name?**

Changing your primary/legal name in university systems to a preferred name can have ripple effects throughout your day-to-day experiences. Changing your preferred name more than once can lead to confusion regarding your identity, challenges in customer service, and/or the interruption of your ability to access some university systems. Anyone who is changing their name more than once must consult with the Diversity & Multicultural Affairs office at [diversity@salemstate.edu](mailto:diversity@salemstate.edu).

**7. Can I change my preferred name to whatever I want?**

Preferred names are limited to alphabetical characters (A-Z and a-z), a space or hyphen (-). Your preferred name will appear exactly as you enter it in Navigator.

Once entered, a user's preferred name may take up to 48 hours to reach affected systems. New preferred names are reviewed each weekday by a member of the LGBTQ Task Force

According to the Salem State University Preferred Name Policy it is a violation to indicate a preferred name for the purposes of misrepresentation or fraud.

**8. What happens if someone enters an inappropriate preferred name?**

Any preferred names that may be deemed by a university authorized personnel to be an attempt at or actual misrepresentation, fraud, or interpreted as offensive will be subject to a thorough investigation. If misrepresentation, fraud, or offensive name is found, the name will be removed by an appropriate university official. As a result of the removal of the inappropriate preferred name:

- A user's primary/legal name will return as the default name displayed on affected University systems.
- The Navigation Center will be notified of the removed name.
- The user will be restricted for one (1) year from the ability to change to a preferred name.
- The user may be subject to disciplinary action through the *Student Conduct Code*.

Should a ClipperCard have already been issued displaying the inappropriate preferred name:

*(option available in Spring 2016)*

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- ClipperCard services connected to the ClipperCard with the inappropriate preferred name will be suspended and the card invalidated.
- The cardholder will be asked to surrender the invalid ClipperCard.
- A new ClipperCard will be issued to the cardholder at their own cost (replacement ClipperCard cost \$25).
- For students, refusal to surrender the invalid card, they will be in violation
- Cases of misuse and refusal to surrender invalid ClipperCards by faculty or staff will be forwarded to the appropriate human resources representative in their respective school, college, or department pending an investigation
- The above process will be facilitated by the LGBTQ Liaison and/or Student Conduct Coordinator

**9. Can any member of the Salem State University community indicate a preferred name?**

Current Salem State University students, faculty, and staff may indicate a preferred name in Navigator or EMS (Employee Management System).

**10. Will my preferred name appear on my ClipperCard?**

Beginning in the Spring of 2016, your preferred name may appear on your ClipperCard. In order for your name to appear on your ClipperCard, you must have already indicated your preferred name in Navigator. Note that this change may take up to 48 hours to take full effect.

If your preferred name has been properly entered via Navigator, then you may request a ClipperCard with your preferred name indicated on the front face. Your primary/legal name will appear on the back side for purposes of identity verification.

**11. How do I delete my preferred name?**

If you have entered a preferred name and later decide that you would prefer to use your primary/legal name everywhere on campus, simply go to Navigator to change your preferred name back to your primary/legal name. Note: it may take up to 24 hours for the change to be registered in all campus systems.

**12. I have more questions about my preferred name and/ or the preferred name policy, who can I contact?**

If you have questions about setting up your preferred name, policy, or would like to talk to with someone to find out if indicating a preferred name would meet your needs please email [diversity@salemstate.edu](mailto:diversity@salemstate.edu).

**13. How do I correct or change my legal name at the University?**

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**Students:** You can correct or change your legal name by filling out the Office of the Registrar [name change form](#) and supplying a legal ID or documentation that references your new name. Examples of documentation are Driver's License, Birth Certificate, Passport, court or other legal document.

**Employees:** Employees should contact the [Office of Human Resources](#) for information about changing your legal name.

**14. How does the preferred name policy affect F-1 & J-1 visa students?**

Preferred name is for use within the university community. International students may feel free to select a preferred name for on-campus use. However, this does not apply in situations where one's legal name is required to be used. For the purpose of F-1 or J-1 student visa status, the legal name must be used on I-20s and DS-2019s. An individual's legal name is what appears in the passport. Please email [diversity@salemstate.edu](mailto:diversity@salemstate.edu) if you need more information.