



Name Change Policy

Effective Date: TBD

Offices: Registrar; Financial Aid; Human Resources; Payroll; Office of Equity & Inclusion; Office of General Counsel; Bursar's Office; Student Affairs; Residence Life, Information Technology

PURPOSE:

The University of Indianapolis recognizes that many students and employees in our community use names other than their legal names to identify themselves. These may include, but are not limited to, people who use their middle name instead of their first name, people who use variations of a legal name, people who use an anglicized name, or people who use a name that affirms their gender identity. As long as the use of a particular name is not for the purpose of misrepresentation, the University acknowledges that a preferred name should be used whenever possible and appropriate in the course of University business and education. The student's or employee's preferred first name may be used in University-related systems and documents except where the use of the legal name is required by law.

REFERENCE DOCUMENTS/ RELATED INFORMATION: List any other policies or information that should be cross referenced.

UIndy's LGBTQ resources website is being created. Once that website is ready to go live, we will cross reference this policy with the website and the processes to be outlined there.

SCOPE: Who is affected by this policy or needs to read it?

This policy applies to all University students, employees, alumni, and donors.

POLICY HISTORY: Include any information about previous versions or whether this replaces an existing policy.

POLICY STATEMENT:

Students may elect to use any first name on the following: ID card, advisor/advisee list, class rosters, LMS rosters, email display name, dean's list, commencement program, diploma, online directory, residence life rosters, mobile app, on- and off-campus employment management system (e.g. Handshake or other system; see below for legal name requirements in connection with University employment)

Student legal names must appear on the following: major/minor lists, billing statements, enrollment verification, financial aid documents, immigration documents, medical documents, official correspondence with external entities, official and unofficial transcripts, and pay checks/payroll.

Employees may elect to use any first name on the following: ID card, email display name, online directory

Employee legal names (including regular employees and student employees) must appear on the following: Tax documents, paychecks/payroll, official correspondence with external entities including but not limited to correspondence in relation to legal processes

Changing Last Names: a last name may be changed upon receipt by the University of appropriate documentation.

Email Address and Username: may be changed when an email address/username contains a first initial that does not reflect a preferred name to the extent the preferred email address is available and does not violate community decency standards. Considerations for requests involving other email address/username changes will be reviewed on a case by case basis.

Alumni/donors may elect to use any name in official correspondence

Names and student privacy: Consistent with the Family Educational Rights and Privacy Act (FERPA), University of Indianapolis allows for the release of directory information, which includes any student name. If a student does not want disclosure of directory information, including any name, to external organizations or persons, the student can set a FERPA restriction on their student record by completing a Request for Nondisclosure of Directory Information form available in the Office of the Registrar. Choosing a FERPA restriction means the University cannot confirm student status to anyone inquiring about the student record. For more information about FERPA and setting FERPA restriction, contact the Office of the Registrar.

Pre-existing report formats: The University has had a large number of report formats in use for many years prior to the effective date of this policy. These pre-existing report formats may draw older name data from different fields. The University strives to update those report formats as they are identified as revealing name(s) and fields insistent with this policy.

