



## Chosen Name Policy

### Purpose and Scope

This policy covers active students, faculty and staff. The University recognizes that some community members wish to use a name other than a legal FIRST name to identify themselves. The University refers to this as a chosen name. As long as the use of this chosen name is not for the purpose of misrepresentation or an attempt to avoid a legal obligation, or otherwise prohibited by law, the University will display a chosen name in place of your legal FIRST name whenever possible. The University is working towards a consistent name experience across University systems and the use of chosen name everywhere, except when legal name is necessary or when there is technological limitation.

### Definitions

Your legal name is the name that appears on a birth certificate recognized by a government or other legal entity, or the name which appears on a marriage certificate or other government issued document (e.g., court order) on which a legal name change is recorded.

### Procedures and Enforcement

#### Can I use my chosen name for everything at the University?

No. Your chosen name can only be used in certain situations because of legal requirements or limitation based on technology. In some cases, if you indicate a chosen name, it may be necessary to clarify that your chosen name is different than your legal name. Examples of this include, but are not limited to, official interactions with law enforcement, and verification of medical records. The University is working towards a consistent name experience across University systems and the use of chosen name everywhere, except when legal name is necessary or when there is technological limitation.

#### Where will my chosen name be used?

The university will attempt to display chosen name to the University community and make a good faith effort to update reports, documents and systems accordingly. Currently, the University will display a chosen name in place of your legal FIRST name in the following areas:

- o Clark OneCard
- o Clark Account
- o Email address
- o Email display

- o ClarkYOU portal
- o Learning Management System
- o Slate Directory listings (telephone, online, hardcopy)
- o Clark Engage
- o Email list server interface
- o Campus registration and password expiration notices
- o SmartBuyPlus display name
- o Clark diploma
- o University COVID Testing Center

If you have a chosen name in Clark's Banner information system prior to your Clark Account being established, Clark will create your Clark Account username and email address using your chosen name instead of your legal FIRST name (for example, you provided a chosen name on your admissions application or your employment application). If you elect to add/change a chosen name to your University name record at a later date, most of the system updates referenced above occur nightly so changes to these electronic systems should occur within 24 hours of processing.

Some systems do not update automatically. For example, updates to your Clark Account username and email address do not happen automatically based off a change to chosen name. If you wish to change your Clark Account username and email address to reflect a chosen name, you will need to contact the ITS HelpDesk as these changes need to be coordinated to ensure no break in your electronic experience at Clark. Changing your Clark Account username and email address to more closely resemble your chosen name is optional and not required. Other systems, such as SmartBuyPlus and the printing of your Clark OneCard, can be changed by request only.

### **Where will the University continue to use my legal name?**

Some University departments interact with, and send reports to, federal, state and other third-party services that verify the identity of faculty, staff and students using the legal name and other personally identifiable information which prohibits the use of a chosen name. In these cases, your legal name will appear on all other University records and communications such as:

- o Transcripts (official and unofficial)
- o Official enrollment and degree verification documents
- o Student billing and student accounts (including e-Bills)
- o Financial aid and scholarship records
- o Medical records
- o Insurance documents
- o Benefits enrollment
- o Retirement documents
- o Immigration documents
- o Payroll/tax records (including web time entry) and payment types.
- o Education Department teacher certification records

- o CUWeb (i.e.,Banner) - self-serve rosters, grade reports and advising screens

### **Are there places where both my chosen name and my legal name will be used?**

Staff with an administrative need (e.g., police, health services, financial services; deans' (office staff) will see both legal name and chosen name. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

- o Emergency contact forms
- o Admissions records
- o Athletics recruiting and team management system
- o ADVOCATE Care Reporting System

### **How do I change or add a chosen name?**

Clark University allows you to do this from the **Personal Information** tab within CUWeb.

### **How do I update my legal name at the University?**

Students who wish to update their legal name must contact the Registrar's Office.

Faculty/staff who wish to change their legal name must contact Human Resources.

### **Can I get a new Clark OneCard with a new chosen name listed on it?**

You can request a new Clark OneCard once your chosen name request has been processed in Clark's student/employee information system (usually within 48 hours). Visit the OneCard Office to have a new ID card re-issued. The lost/replacement card fee does not apply for this service.

### **If I have more questions about my chosen name or the Chosen Name guidelines, who can I contact?**

Students – contact the Dean of Students Office at [success@clarku.edu](mailto:success@clarku.edu), 508-793-7423.  
Faculty/Staff – contact the Human Resources Office at [hr@clarku.edu](mailto:hr@clarku.edu), 508-793-7294.  
All – contact the Officer of Diversity and Inclusion at [odi@clarku.edu](mailto:odi@clarku.edu), 508-793-7350.

## **Related Policies and Regulations**

## **History/Revision Information**

**Responsible Office/Division:** Office of Diversity, Equity and Inclusion

**Effective Date:** 10/26/2015

**Last Amended Date:** 06/11/2024

**Next Review Date:** 06/11/2025