

Preferred or Chosen Name, Gender Identity, and Pronoun Policy

The University of Southern Indiana recognizes the need or preference for members of the University community to refer to themselves by a first name other than their legal first name. Gender identity and pronoun may also be indicated. By allowing individuals to use their preferred or chosen name across university platforms (except whereby legal names are required by law or official university policy), the University seeks to serve and include those who may prefer the following:

- A middle name;
- An anglicized name;
- A nickname;
- A name in which the individual is in the process of legally changing;
- A name that better represents an individual's gender identity; or
- A stage or performance name.

Except for when the use of an individual's legal name is required by law or policy, individuals will be identified throughout all university systems, databases, and documentation by the preferred or chosen name they have designated in accordance with this policy.

University Records Where Preferred or Chosen Name, Gender Identity, and Pronoun is Used

- University ID/Eagle Access Card
- University Directory
- Official Student Email Display Name
- Official Employee Email Display Name
- Rosters (to include both academic rosters and Housing and Residence Life rosters)
- Blackboard
- Maxient
- Advisor Track/Advisee Lists, Notes, and Documentation
- Dean's List
- Diplomas and Commencement Programs
- Library Records

University Records Where Legal Name, and Legal Sex is Used

- Legal documents prepared by the University
- Student Accounts and Bursar records
- Financial Aid and Scholarship documentation
- Enrollment inquiries such as verification requests and official academic transcripts
- International Student Visas and residency documents
- Records required by licensure agencies
- Employment, payroll, and benefits documentation
- University Health Center Operations
- Alumni tax receipts and gift agreements

Please note that a preferred or chosen name is considered "Directory Information" and may be released (when appropriate) without the expressed written permission of the student. The university is not able to ensure that preferred or chosen name, gender identity, or pronoun will be used by all members of the USI community.

Definitions

Preferred or Chosen Name: A preferred or chosen name is defined as an alternative to the individual's legal name as designated in university systems. This is a name the individual prefers to be used within the USI community.

Legal Name: A legal name is used for official government documents, such as licenses, passports, and tax forms. This is the name that is officially recorded in university systems and documents and can only be changed by USI following submission of appropriate legal documentation. Legal names will be used where there is a university business or legal need.

Procedure and Terms

Individuals will be allowed name changes at any time during the year. Preferred or chosen names are limited to alphabetical characters and hyphens only. At any time, individuals may revert to using their legal name. Name and identity changes may not appear for up to 24 hours.

By electing to use a preferred or chosen name, individuals are electing to have their name changed in all locations listed within the policy. Selection of individual name change locations will not be permitted.

Individuals will submit a **PREFERRED or CHOSEN NAME, GENDER IDENTITY, and PRONOUN REQUEST FORM** online at https://usisurvey.az1.qualtrics.com/jfe/form/SV_3WZyLbMYrxph7qm.

For students, preferred or chosen name change requests will be reviewed by the Registrar's Office prior to approval and implementation. For employees, preferred or chosen name change requests will be reviewed by the Office of Human Resources. For alumni, friends and donors of the university, preferred or chosen name change requests will be reviewed by University Foundation Office. Once a name change is approved, the individual and the university entities affected will be notified. It may take up to 24 hours for name changes to appear.

Students may submit an appeal for a denied request to the Registrar's Office, and employees may submit an appeal for a denied request to Human Resources. Alumni, friends and donors of the university may submit an appeal to the USI Foundation office.

Any requests outside of these terms must be approved at the discretion of the University Registrar or Human Resources Executive Director.

Sanctions for Misuse

The University of Southern Indiana will not accept a chosen name that is deemed vulgar, offensive, obscene, fraudulent, creates confusion of the individual with another individual, or otherwise constitutes misuse or abuse.

The university will address reports of misuse or abuse of the preferred or chosen name policy in accordance with the applicable University Handbook or Student Code of Conduct.

The university reserves the right to remove preferred or chosen names that are deemed misrepresentative and/or to suspend the individual's privilege to update a chosen name.

The policy may be modified, change, altered, or rescinded at the discretion of the university.