



<b>Policy Manual</b>	Husson University Name Usage Policy
<b>Section Number:</b> <b>Policy Area:</b> <b>Responsible Officer:</b>  <b>Prepared By:</b> <b>Prepared Date:</b> <b>Approved By:</b> <b>Approved Date:</b> <b>Next Revised Date:</b> <b>Approved Date:</b>	 Senior Vice President for Academic Affairs and Provost  Diversity, Equity, and Inclusion Officer 7/11/21

**Purpose**

Husson University recognizes that calling community members by their chosen or preferred name is an important aspect of an inclusive campus. This policy is meant to offer transparency to community members, and guidance for appropriate practices. The name usage policy is meant to affirm the identities of community members (i.e., students and employees) by using the appropriate first names even if one has not changed their legal name.

These may include individuals who prefer to use:

- a middle name or nickname instead of a first name;
- an anglicized name;
- a name to which the individual is in the process of legally changing; or
- a name that better represents the individual's gender identity

**Definitions**

Preferred name - A preferred name is an alternative to the legal name provided by the individual to Husson University. A preferred name can be designated for the first name or the first and middle name. Last names are considered legal names and will not be changed without the appropriate legal documentation.

Legal name – The legal name is the name(s) designated on government documents such as a driver's license, passport, or a tax form.

## Policy

In all settings where it is logistically feasible Husson University will use the community members' preferred names. When it is an official/ legal communication the legal name will be used. Accordingly, Husson community members' preferred names will be used on select documents and systems as listed below.

Preferred names will be displayed in the following systems and records:

- Student or Employee Identification Cards
- Employee business cards
- Online Phonebook Directory
- Official Student Email Display Name
- Official Employee Email Display Name
- CAMS\*
- Learning Management Systems (such as Canvas)\*
- Press Releases (i.e., Dean's List)
- Social Media Sites
- Alumni database\*
- Alumni/ Advancement Office Correspondence\*
- Other Venues, as appropriate

Legal names will continue to be used for official University records including, but not limited to the following:

- Legal Documents and Reports Produced by the University (i.e., enrollment reports to the National Student Clearinghouse, enrollment lists for student insurance)
- Applications for admission
- Student Account Statement (Bills)
- Financial Aid, Scholarship, and Loan Documents
- Transcripts (Official and unofficial)
- Enrollment Verifications
- Degree Verifications
- Degree Progress Report
- Student Employment Documents
- Responses to requests made under the Solomon Amendment
- Employment Verifications
- Employment Documents
- Reports and/or lists generated for academic purposes or employment purposes
- e student portal
- e faculty portal
- Class and Grade Rosters (for students and employees taking courses)

- Paychecks, W2s, and other Payroll documents
- Benefits Enrollment
- IRS, SSA, and other state and federal reporting requirements

\*Both preferred and legal names will appear in different areas within this system to connect the preferred name to the legal name

Students who are graduating may choose the name that they wish to have used on their diploma and in the Commencement Program. The legal name will automatically be used on the diploma unless changed by the student. When completing the petition to graduate students will have an opportunity to change the name listed on their diploma.

Husson retains the right to deny or revoke a preferred name when the preferred name is used to commit fraud through misrepresentation or to avoid legal obligations, or otherwise violate Husson's policies or laws. Misconduct will be subject to Husson's policies, procedures, and applicable laws. Depending upon the activity the following offices may handle the report of misconduct: Human Resources, The Office of Student Life, The Office of the Provost, and/or appropriate law enforcement agencies.

Institutional agents who have a concern for the reasons stated above may submit a preferred name for review using the following link:

[https://cm.maxient.com/reportingform.php?HussonUniv&layout\\_id=8](https://cm.maxient.com/reportingform.php?HussonUniv&layout_id=8)

Students or employees requesting a replacement card in order to change their name will not be charged a fee.

Please also note, that Husson, for various reasons consistent with FERPA and its mission, releases directory information internally and externally whether in writing, verbally, or electronically. Directory information includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photographs, date, and place of birth, major, participation in officially recognized activities, dates of attendance, degrees, and awards received. Students have the right to refuse to let Husson, its agents, or designees publish such student information. Such refusal must be made in writing to the Registrar.

[Nancy Fenders](#)

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For further information or with questions about this policy, contact the Diversity, Equity, and Inclusion Officer at (207) 941-7031.

(Modeled After the University of Maine's Name Usage Policy)