

Use of Preferred Name

I. POLICY

- A. Fostering a welcoming and supportive atmosphere for the campus community (students, faculty, staff, and alumni), Lamar University will allow community members to be recognized by their Preferred Name in all instances where it is possible. If a member of the campus community would prefer to be referred to by a nickname, professional name, anglicized name, or some other name while on campus, they may indicate this in Self-Service Banner.
- B. Preferred Names shall not be employed for the purpose of misrepresentation, confusion, disruption (including use of obscene, lewd, profane, or derogatory names, or names that reference illegal acts), avoidance of legal obligations, or in any manner that violates the University's policies or federal, state, or local laws. Preferred Names that are not administratively possible to implement, including, without limitation, symbols or images, are prohibited. The University reserves the right to remove any Preferred Name that violates any of the prohibitions without prior notice. If that happens, the individual may be subject to disciplinary action in accordance with the Student Code of Conduct or employee professional guidelines.

II. PURPOSE AND SCOPE

- A. Lamar University recognizes that some members of the campus community prefer to use names other than their **Legal Name**. To support a welcoming environment, the University has established this policy to allow members of the campus community to indicate their **Preferred Name** even if they have not changed their Legal Name. The University will strive to use the Preferred Name where feasible and will make good faith efforts to use the Preferred Name consistent with its capabilities. However, in certain instances, the University must use an individual's Legal Name, such as on transcripts, financial aid documents, payroll, or when a Legal Name is otherwise required by law, regulation, policy, or procedure.

III. DEFINITIONS

- A. **Legal Name** is the name that appears on an individual's official identification documents, such as a driver's license, passport, or Social Security card.

Approved:

POLICY LOG

Version	Date	Description of Changes
1		