

Preferred or Chosen Name Policy

Policy/Procedure

To foster an inclusive campus environment that encourages self-expression, Dickinson College has established a policy whereby any current student or employee has the option to use a preferred or chosen first name on campus wherever possible. We strive to have this name appear wherever a legal name is not necessary.

Dickinson recognizes that faculty, staff and students may use names other than their legal name 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 nicknames of a legal name, people who use an anglicized name or people who use a name that affirms their gender identity.

It is the policy of the college that students, faculty, staff and administrators may use whatever preferred or chosen first name they want, regardless of whether they have legally changed their name, except where their legal names are required by law, industry standard or strong business need.

The use of a preferred or chosen name cannot be for illegal purposes.

The policy uses the language of both “Preferred” and “Chosen” names. Both terms describe the intent of this initiative. A person may **prefer** to be known by a shortened name or a nickname. Alternatively, a person may **choose** to be known by a different name.

History/Revision Information

Responsible Office/Division: Office of LGBTQ Services; Division of Student Life, Library & Information Services

Effective Date: May 2017

Last Amended Date: 01/13/2020

Next Review Date: 02/15/2023

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