



Title:	Preferred Name Policy
Effective Date:	April 30, 2020
Approved By:	President's Council
Responsible Party:	Chief of Staff
History:	

I. PURPOSE

Salus University recognizes that members of the community may use first names other than their legal first name to identify themselves. As an inclusive and diverse community, Salus supports the use of a preferred first name different than their legal first name for certain purposes and records in the course of university business, communication, and education.

This policy governs preferred first name usage for students, faculty and staff.

II. DEFINITIONS

Legal first name: an individual's first name as evidenced by one of the following documents: birth certificate; unexpired Government issued photo ID (i.e., passport, driver's license or non-driver identification card); marriage certificate/license or divorce decree; or court issued name change order.

Preferred first name: a first name chosen by an individual to be used in lieu of that individual's legal first name.

III. POLICY

Salus University recognizes that students, faculty and staff may use a first name other than their legal first name in certain instances so long as the preferred first name does not contain inappropriate or offensive language nor seek to misrepresent the identity of the individual.

A legal first name will be used where required by law or university requirements. An individual's information will be linked to an individual's legal first name and, if designated, preferred first name for the purposes of university records. A designated preferred first name will be used whenever possible in the course of university life.

STUDENTS:

A student wishing to use a preferred first name shall seek the approval of the Registrar who shall effectuate the change in accordance with this policy.

A preferred first name may be used in the following functions:

- Salus University Identification Card (the card shall also bear the legal first initial and legal last name for clinic use)
- Email Display Name
- Blackboard Display Name
- MySalus Display Name
- Course Rosters
- White Coats (shall also bear the legal first initial and legal last name)
- Commencement and White Coat Programs

A legal first name will be used for the following functions:

- Admissions Correspondence
- Degree Verification
- Enrollment Verification
- Financial Aid
- Federal and State Agency Reporting
- Student Accounts
- Transcripts
- Diplomas
- Accounts Payable and Payroll
- Patient Records in Clinical Education (the record may also denote the preferred first name if the electronic health record system allows for it)

FACULTY AND STAFF:

Faculty or staff wishing to use a preferred first name shall seek the approval of the Office of Human Resources who shall effectuate the change in accordance with this policy.

A preferred first name may be used in the following functions:

- Salus University Identification Card (the card shall also bear the legal first initial and legal last name for clinical use)
- Email Display Name
- Blackboard Display Name
- MySalus Display Name

A legal first name will be used for the following functions:

- Insurance and Benefits
- Accounts Payable and Payroll
- Legal Correspondence
- Patient Records in Clinical Operations (the record may also denote the preferred first name if the electronic health record system allows for it)