



PREFERRED NAME PROCEDURE System Procedure 1B.1.2 (RCTC Procedure 1B.1.2)

Part 1. Purpose

Rochester Community and Technical College recognizes and supports the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which individuals at Rochester Community and Technical College may designate a preferred name to be used in the course of College business and education.

Part 2. Definitions

Preferred Name: A preferred name is a name that a person has chosen to identify themselves within Rochester Community and Technical College that is different, in whole or in part, from their legal name.

Part 3. College Action

Rochester Community and Technical College shall adopt, and disseminate a procedure for individual employees, students, and alumni, where applicable, to choose a preferred name that will be used for identification within the system except where legal name is required by system business or legal needs, or where technical constraints exist. Where a preferred is used, the legal name should not be displayed in the same field.

Requests for use of a preferred name must be submitted in writing to the designated campus or system official; identification may be requested for security purposes. The College Registrar shall be responsible for handling preferred name requests from student and alumni; the College Human Resources department shall be responsible for handling preferred name requests from employees.

Part 4. Designating a Preferred Name

An individual shall generally be permitted to designate any preferred name, including first, middle and/or last name. Rochester Community and Technical College reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name or message.

Rochester Community and Technical College shall use preferred names for email address, online directory, class rosters, and other functions where technically and legally possible.

Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of "preferred name where legally permissible."

Part 5 Implementation

The System Office Information Technology division will be responsible for implementing the use of preferred names within ISRS. Rochester Community and Technical College is responsible for implementing the display of preferred names in their local applications. Implementation of preferred names shall be phased in over time as technical resources are available.

Rochester Community and Technical College shall be responsible for disseminating information about this procedure to its community members. Information about this procedure shall be included in new student and employee orientation.

Rochester Community and Technical College has developed a form for use by individuals who wish to request a preferred name.

Date of Implementation: July 1, 2016 *(to align with System Policy/Procedure)*