



**CHOSEN NAME & IDENTITY POLICY**

Responsible Office	Provost's Office and Dean of Students Office (for students) Human Resources (for faculty & staff)
Proposal Written By	Ad Hoc Working Group composed of representatives from Admissions, Faculty Council, Human Resources, Information Technology Services, Office of Diversity & Inclusion, Registrar's Office, and Student Affairs Office.
Reviewed by	President's Cabinet; Deans & Directors Council; Student Union
Approvals	President - 12/8/2020

**Policy Description**

Whether the desire or need for a chosen name and identity derives from circumstances involving gender identity, marital, political, spiritual, or religious preferences, CIIS seeks to foster a campus environment that both encourages self-expression and affirms identity.

CIIS acknowledges and honors that CIIS faculty, staff, and students, including certificate and Public Programs participants, may have a name which is different from their legal name and related pronoun(s), salutation, and chosen identity for sex, sexual orientation, gender, and ethnicity.

CIIS students, faculty, and staff may use lived names other than their legal name to identify themselves, regardless of whether they have legally changed their name, except where their legal names are required by law or regulation.

In accordance with this recognition, every attempt will be made by the University to honor students' and employees' preferences in the establishment, maintenance, and communication of records, reports, lists, and electronic portals. CIIS records will reflect individuals' preferences wherever legal requirements or system constraints do not dictate the use of legal name and limited identity choices.

Most CIIS systems allow records to be updated by staff acting on behalf of the requesting individual. Students and employees should be aware that CIIS is required to maintain certain records and report data in accordance with federal regulations that do not provide the same breadth of categories and options as does CIIS.

CIIS reserves the right to ensure that individuals' preferences:

- Are in compliance with other University policies which prohibit providing false or misleading information.
- Are not being used to misrepresent, be fraudulent, or avoid legal or financial obligations.
- Do not violate copyright.
- Do not include offensive, harassing, obscene, or derogatory language.

Choice of a chosen name must still provide some meaningful identity of the individual to other students, faculty, and staff. Inclusion of numbers, symbols, and emojis is not allowed.

Chosen names identified as potentially not in compliance with this policy will be reviewed by a committee composed of representatives from core student system functional areas. Students or employees who feel their preferences were unjustly denied may file an appeal with the President (faculty or staff) or Provost (students).

**Where Chosen Name, Pronouns, and Identity are used by default:**

Component
Admissions records
ID cards
CIIS email accounts (MyMail for students)
CIIS email distribution lists
Class lists (outside of Canvas)
Canvas (Students need to initiate action to change their “display name” until Colleague interface is launched; target date – February 2021. Contact <a href="mailto:onlinelearning@ciis.edu">onlinelearning@ciis.edu</a> for details.)
Unofficial Transcripts
MyCIIS portal (to become Colleague Self-Service portal; target date – April 2021)
Library
Diplomas
Internal (CIIS) reports not requiring distribution to external agencies
Alumni records

**Where Legal Name and Identity are required to be used:**

Component
Official Transcripts
Canvas course rosters (until Colleague interface is launched; target date – January 2021.)
FAFSA and other federal forms for financial aid
Scholarship and loan documents

Financial aid refund checks
Financial accounts linked to banks and other institutions that require legal name
Enrollment and degree verification certificates
Professional licensure forms and documents
Visas and other immigration documents
Employment records, verifications, and paychecks
Payroll and tax documents
Mandated reports to the US Department and other federal and state agencies

### Procedures for Designating Preferences

1. *Faculty and Staff:* PayCom has a self-service procedure for creating a “nickname”; the nickname will be used in records and correspondence that do not require use of the legal name. (After implementation of Colleague and phasing out of PayCom – target date, Spring 2021 – a “chosen name:” can be created in Colleague through Self-Service; the chosen name will be used in records and correspondence that do not require use of the legal name.)
2. *Students:*
  - Chosen Name: Complete the [Personal Information Update Form](#) and submit it to the Registrar’s Office.
  - Personal Pronouns and other Identity Preferences: after implementation of Colleague Self-Service, target date April 2021, instructions to be provided

### Legally Changing Your Name

1. *Faculty and Staff:* Contact the Human Resources Office. You must include photocopies of identification materials that may include a: court order, driver’s license, passport, marriage license, divorce decree reinstating a maiden name, adoption papers, or uniformed service military ID. After processing by HR, you must submit an [Employee Personal Information Change Form](#) on MyCIIS (procedure to be revised after MyCIIS is phased out – target date, April 2021).
2. *Students:* To record a legal change to your primary name, complete the [Personal Information Update Form](#) and submit it to the Registrar’s Office. You must include photocopies of identification materials that may include a: court order, driver’s license, passport, marriage license, divorce decree reinstating a maiden name, adoption papers, or uniformed service military ID.

#### Important note for those who are applying for or receiving financial aid:

The applicant's name on the FAFSA must match the name associated with the applicant's Social Security number. After obtaining a legal name change, you will need to file Form SS-5 with the Social Security Administration to change the name on you Social Security card if you wish to obtain financial aid.

Important note for international students:

International students' names must appear on their college records exactly as they appear on the passport issued by their home country. The U.S. entry visa may not be used as documentation for a name change.

**Office Contacts for Chosen Name & Identity Policy**

1. *Faculty and Staff:* Human Resources Office
2. *Students:*
  - a. Prior to matriculation (Prospects, Applicants, Admits): [Admissions Office](#)
  - b. Matriculated Students: [Registrar's Office](#)
  - c. CPTR students: [Center for Psychedelic Therapies & Research](#)
  - d. Public Programs non-degree students, including Sex Therapy Certificate (STC) students and Intersectionality & Equity in Therapeutic Practices (IETPC) students: [Public Programs Office](#)
  - e. Alumni: [Alumni Office](#)

**Resources for Education and Support**

Support for students and employees navigating issues of identity: [Office of Diversity & Inclusion](#)