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PREFERRED NAME CHANGE POLICY FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES

The purpose of this document is to inform colleges of the preferred name change policy for students and employees in the PeopleSoft environment.

The State Board for Community and Technical Colleges recognizes that many members of its community use names other than their legal or official names first provided to the college (official/legal name) to identify themselves. For some students and employees, a chosen or preferred name may be an important component of their identity. Therefore, the State Board for Community and Technical Colleges is committed to fostering an environment of inclusiveness and supporting students and employees preferred form of self-identification.

The following are guidelines that allow students and employees to indicate their chosen or preferred first names to the campus community even if they have not changed their official/legal names.

Student Preferred Name

Students may choose to identify themselves within the campus community using a preferred first name that differs from their official/legal name. A student's preferred name will appear instead of the student's official/legal name in select college-related systems and documents such as class rosters and the student center. Students may enter their preferred name themselves directly through the Student Center. Please note only the use of alpha characters are permitted with the exception of periods, apostrophes and hyphens. Students setting a preferred name that wish their middle name to appear should include the middle name in the preferred first name field.

Names containing foul or obscene language or those used for the purpose of academic misconduct or fraud will be removed at the discretion of the Office of the Registrar and reverted to the legal name.

Employee Preferred Name

Employees may choose to identify themselves within the campus community using a preferred first name that differs from their official/legal name. An employee's preferred name will appear instead of the employee's official/legal name in select college-related systems and documents, such as an employee directory and the employee Self Service center. Employees may enter their preferred name themselves directly through Self Service. Please note only the use of alpha characters are permitted with the exception of periods, apostrophes and hyphens. Employees setting a preferred name that wish their middle name to appear should include the middle name in the preferred first name field.

Names containing foul or obscene language or those used for the purpose of academic misconduct or fraud will be removed at the discretion of the Human Resource Office and reverted to the legal name.