

**3358:11-3-68 Student preferred first name policy.**

- (A) Purpose. Owens community college recognizes that as a community, students may use a name other than their full legal name to identify themselves. Except when an individual's legal name is required by law, policy or business need, an individual student may request to be identified by a preferred first name that they have designated. The college will acknowledge a preferred first name in addition to a legal name in certain information systems, and the college will use the preferred first name where possible.
- (B) Application. This rule applies to students.
- (C) Definitions.
  - (1) Preferred first name. A first name by which a person prefers to be identified that is not the same as their legal name. For example, a preferred first name may represent personal identity, professional name or a nick name.
  - (2) Legal name. The first and last name that a person is given at birth and appears on a birth certificate/official document recognized by a government or other legal entity; or, the first and last name that appears on a marriage certificate, court-issued or government-issued document on which a legal name change is recorded.
- (D) Exceptions. The legal name will be used where required by college policy, business or legal need, which include, but are not limited to: college identification card, degree, certificate, transcript, financial aid record, and health record.
- (E) Responsibility. A student is responsible for requesting and providing written authorization for a name change with the records office.
- (F) Disciplinary sanction and appeal. The college will address a report of misuse or abuse of a preferred name in accordance with the Owens community college rule 3358:11-3-11 of the Administrative Code (student conduct). The use of a preferred first name cannot be for the purpose of misrepresentation or fraud; any preferred name reasoned to be an attempt at misrepresentation, fraud or interpreted as offensive will be removed. The college will reserve the right to not accept a preferred name, if it is deemed inappropriate.

- (G) Implementation. The chief student affairs officer or designee(s) will implement procedures, guidelines, forms, and operational processes, which are consistent with the provisions of this rule. The implementation of this rule will be in effect upon the implementation of the college's banner self-service nine implementation.

Effective date: 2/12/2021

Promulgated under: 111.15  
Statutory authority: 3358.08  
Rule amplifies: 3358.08