PREFERRED NAME POLICY

The document spells out policies, organizational structures, and procedures that facilitate the use of preferred names by members of the Fresno State community (students, staff, faculty, and administrators). This Preferred Name policy allows members of the campus community to change their names in most university information systems without pursuing a legal name change. By allowing them to use a preferred name, the university hopes to give members of the campus community an empowering, safe and nondiscriminatory university experience. While individuals of all gender identities may prefer a nickname or a middle name to a given first name, the issue can be especially important for transgender or gender non-conforming individuals and for international students.

Every member of the campus community should feel empowered to be called by the name of their choosing. Equally important, no one should feel pressure to change their name for the acceptance or convenience of others.

Choice of a preferred name must be appropriate to a university environment and cannot be an attempt at misrepresentation or fraud. Any attempt to misuse this policy for the purposes of misrepresentation or fraud is considered a violation of the Honor Code of Academic Integrity (APM 236).

1. GENERAL POLICY

Except when the use of an individual’s legal (or primary) name is required by law, members of the campus community (students, staff, faculty, and administrators) will be identified at California State University, Fresno by the preferred name that they have designated in accordance with this policy. California State University, Fresno will also make clear and transparent the procedures by which the campus community can take advantage of a preferred name. California State University, Fresno will also create opportunities to educate faculty, staff, and students about the importance of respecting and using preferred names as a means of ensuring diversity, respect, and inclusion.

1. DEFINITIONS

“Preferred Name” refers to a name commonly used that differs from an individual’s legal name.

“Legal Name” refers to the name legally given to an individual and documented on a birth certificate, passport, court order, or certificate of naturalization.

1. PROCEDURES
2. Visibility of the Preferred Name

The Office of the University Registrar will acknowledge preferred name changes in all Fresno State information systems. The preferred name will appear in the following areas:

1. The individual’s portal within the California State University, Fresno website
2. Advising rosters
3. Class and grade rosters
4. All Learning Management and Learning Platform Systems
5. University ID cards
6. Email identification
7. Housing rosters
8. Information systems related to university clubs and organizations

Preferred names will not necessarily be used for official university record purposes such as enrollment verification, diplomas, official transcripts, employment and payroll records, and financial aid. To register a legal (primary) first, middle, or last name, individuals must provide one of the following official documents: court order, marriage license, or divorce decree, along with the Change of Name Request form, to the University Registrar’s Office.

1. Further Information and Assistance

Additional information can be requested from, and questions forwarded to, the University Registrar or the Coordinator of LGBTQ+ Programs and Services in the Cross Cultural and Gender Center.