
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: University Policies

AREA: General

Use of Preferred Name

I. POLICY

- A. Fostering a welcoming and supportive atmosphere for the campus community (students, faculty, staff, and alumni), Lamar University will allow community members to be recognized by their Preferred Name in all instances where it is possible. If a member of the campus community would prefer to be referred to by a nickname, professional name, anglicized name, or some other name while on campus, they may indicate this in Self-Service Banner.
- B. Preferred Names shall not be employed for the purpose of misrepresentation, confusion, disruption (including use of obscene, lewd, profane, or derogatory names, or names that reference illegal acts), avoidance of legal obligations, or in any manner that violates the University's policies or federal, state, or local laws. Preferred Names that are not administratively possible to implement, including, without limitation, symbols or images, are prohibited. The University reserves the right to remove any Preferred Name that violates any of the prohibitions without prior notice. If that happens, the individual may be subject to disciplinary action in accordance with the Student Code of Conduct or employee professional guidelines.

II. PURPOSE AND SCOPE

- A. Lamar University recognizes that some members of the campus community choose or prefer to use names other than their **Legal Name**. To support a welcoming environment, the University has established this policy to allow members of the campus community to indicate their **Preferred Name** even if they have not changed their Legal Name. The University will strive to use the Preferred Name where feasible and will make good faith efforts to use the Preferred Name consistent with its capabilities. However, in certain instances, the University must use an individual's Legal Name, such as on transcripts, financial aid documents, payroll, or when a Legal Name is otherwise required by law, regulation, policy, or procedure.

III. DEFINITIONS

- A. **Legal Name.** A person's official name of record, as it appears on government-issued identification such as a birth certificate, driver's license, passport, Social Security card, etc.
- B. **Preferred Name.** The first name a person chooses or prefers to use to identify themselves.

IV. PROCEDURES

- A. Current students, faculty, and staff may submit their Preferred Name through Self-Service Banner.
- B. Students entering Lamar University's system for the first time through the ApplyTexas application will be able to submit a Preferred Name upon application.
- C. Where possible, associated applications (e.g., Blackboard Ultra) will automatically update with a person's Preferred Name once a Preferred Name has been designated.
- D. A person's Preferred Name may display on the following applications, among others:
 - LEA username (requires IT support request and approval if changed after initial application)
 - Email address "alias" (requires IT support request and approval if changed after initial application)
 - Learning Management System (Blackboard Ultra)
 - Student Portal (Self-Service Banner)
 - Residence Hall ID
 - Diploma
 - LU Hub
 - Accessibility Resource Center (ARC) portal
- E. A person's Legal Name will display on the following:
 - Transcripts
 - Financial Aid documents
 - CardinalOne Card
 - Payroll

Note: For any system possible, Lamar University will default to use of Preferred Name.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President of Student Affairs and Strategic Initiatives

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

VI. APPROVAL

Dr. Freddie Titus	06/10/2024
Vice President of Student Affairs & Strategic Initiatives	Date
Dr. Jaime R. Taylor	06/10/2024
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	06/06/2024	Policy completed.
	06/10/2024	Policy approved by President.