

1.37 – Chosen Name/Legal Name/Address Changes

This policy provides for all members of the campus community to use their chosen first name in records and communications across the campus that do not require the use of their legal name. As a best practice for supporting transgender and gender non-conforming members of college communities, this policy is not limited to use by transgender and gender non-conforming students and employees; however, is available to anyone who uses a chosen name regularly other than their legal name.

1.37.1 Standards for Chosen Name

Members of the campus community are generally free to determine the chosen first names they wish to be known by; however, inappropriate use of the chosen name policy (for example, misidentification, fraud, or misrepresentation) is prohibited. The chosen first name must comply with the University's standards, policies, and regulations including its harassment and discrimination policies and procedures (i.e. not profane, obscene, or derived from hate-speech; and it must conform to the following technical requirements; chosen names may be comprised of only alphabetical characters, a hyphen (-), an apostrophe (') and a space). Loyola reserves the right to deny a request or remove a chosen first name if it is used inappropriately.

1.37.2 Use of Chosen Name

Students, faculty, staff, and administrators are expected to facilitate the use of the chosen name. Generally, it is expected that members of the campus community will request no more than one chosen first name while enrolled or employed at Loyola. Members of the campus community may always revert to using their legal name instead of use of a chosen name.

The chosen name will be used across University systems where possible, including but not limited to the Email display, the Employee/Student Directory, and other systems where possible. Employee and student identification cards will display the chosen name if it has been updated in the University records systems.

Office identification signage, where appropriate, will use the chosen name and official university title. Allowed suffixes on signage include suffixes for generational titles (Jr., Sr., III, etc.) or to identify a religious order (e.g. M.S.M, S.J.).

1.37.2.1 Employee Records

The University generally refers to all employees by their chosen name in all records and communications, except for legal documents (such as transcripts, driver records, background screening records, payroll, tax records, public safety records, billing records, immigration records, unemployment and/or other employment verification) or other external records for which a legal name is required. Employees are required to provide their legal name to human resources for the University's human resources information systems. New employees may provide a chosen first name on their personal data form during the onboarding process. If there is no chosen first name indicated, the University will revert to the employee's legal name. The associate vice president for human resources has final authority for determining approval of the use of a chosen name in employee records.

1.37.2.2 Student Records

Students may provide a chosen first name. The chosen name will generally be used in lieu of legal name anywhere that it is not required for the legal name to be used. The chosen name will be used across all University systems where possible. The dean of students has final authority to approve the chosen name for students.

1.37.2.3 Alumni Records

The University refers to alumni by their chosen name in all official records and communications, except for legal documents or other external records for which a legal name is required. The director of alumni engagement has final authority for determining approval of the use of a chosen name in alumni records.

1.37.3 Required Use of Legal Name:

The legal name will generally be used for official records, and other instances where a legal name is required by law or university policy. The University is obligated to use the legal name for many official records and reports, including but not limited to: certain employment and payroll records, billing records, financial aid documents, official and unofficial transcripts, enrollment verifications, medical records, employee benefits records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, conduct hearing results, external reporting and federal immigration documents.

1.37.4 How to Make Changes to Chosen Name/Legal Name/Address

1.37.4.1 Employee Changes

Legal and Chosen Name Change:

Employees may process legal name changes, chosen name changes or corrections with human resources by submitting a name change form found on the HR website at: <https://www.loyola.edu/-/media/department/hr/documents/forms/name-change-form.ashx?la=en>. The associate vice president for human resources has final authority for determining approval of the use of a chosen name in employee records.

Each employee is responsible for promptly informing the human resources office of any status change(s) including citizenship, legal name, address, telephone number and emergency contact data. Employees must update their payroll tax forms upon moving to another state or changing their legal name. For legal name changes, the employee must also file a legal name change with the Social Security Administration and receive a new card. The new original social security card must be presented to the human resources office for verification, and then the employee's human resources record will be updated. Address changes, telephone number changes, and emergency contact changes may be processed through Web Advisor. For questions about making changes to employee records, call Ext. 2354 or email humanresources@loyola.edu.

1.37.4.2 Student Changes:

Legal Name Change:

Students may process legal name changes by submitting a Change Name/Address Form to the Records Office.

Chosen Name Change:

Information on how a student may request or change a chosen name can be found on the Records Office website. The dean of students has final authority to approve the chosen name for students.

1.37.4.3 Changes to Alumni Records:

Alumni may process legal name or chosen name by contacting the director alumni engagement at 410-617-1466. The director alumni engagement has final authority for determining approval of the use of a chosen name in alumni records.