

Campus Chosen Name Policy

Policy Number:

Owner Department: Human Resources/Dean of Students

Effective Date/Last Approved Date: 11/16/2022

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

Sonoran University of Health Sciences is committed to ensuring that all community members feel welcome. As part of the University's commitment to inclusion and providing a true sense of belonging on campus, members will be able to utilize their chosen name on all university documents, unless restricted by law.

II. POLICY STATUS

New

III. DEFINITION(S)

Student: Currently enrolled – full time as well as part time

Employee: Full-time and part-time employees of the University; Temporary employees

Chosen name: any name used by a student or employee that is not their legal name.

IV. SCOPE/KEY STAKEHOLDERS

Students, Employees, Interns, Alumni, SPE Candidates, and Volunteers

V. POLICY ITEMS

- A. University Members may notify the college of their chosen name and pronouns.
- B. Chosen names may be utilized on but are not limited to class rosters, Zoom, Teams, Canvas, grade books, ID cards, campus directories, advising, and email.
- C. Due to (federal and state) laws, community members' legal names must be utilized for employment and payroll, billing, financial aid, official transcripts, diplomas, medical records, employee benefits, expense reimbursements, travel and purchasing authorizations, enrollment reporting, conduct results, and immigration status documents.
- D. Community members' chosen names must be appropriate for patient interaction, may not be derogatory or offensive, and must be administratively possible to implement. Chosen names cannot be used for misrepresentation or to violate the law.

E. Community members may only request to change their name on file once per academic year. Students will notify the Dean of Students. Employees will notify Human Resources.

F. The university reserves the right to remove a chosen name if the policy is violated.

VI. RESPONSIBILITY FOR IMPLEMENTATION

Admissions, IT, HR, Registrar, Dean of Students

VII. RELATED DOCUMENTS

ID Card Policy

Preferred Name Change Request Form

VIII. NEXT REVIEW DATE

As needed

VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council / 11-16-22	11-16-22	

POLICY AUTHOR/CONTACT: