

	FGCU POLICY 3.055	Responsible Unit: Human Resources
	Chosen First Name	

A. POLICY STATEMENT

Florida Gulf Coast University (FGCU) recognizes that faculty, staff, and students may use names other than their Legal Name to identify themselves.

1. FGCU is committed to using and adapting processes to use a Chosen First Name where feasible and when the use of the Legal Name is not required to comply with laws and FGCU rules, policies, or regulations. Any faculty, staff, or student may elect to identify a Chosen First Name and chosen pronoun in addition to their Legal Name.
2. There are certain documents and communications that require use of an individual's Legal Name. These documents include, but are not limited to, driver's licenses, Social Security cards, Tax Identification Number cards, and/or passports. For an individual to change the name used for designated official University records, documentation of a Legal Name change is required. Examples of designated official University records includes, but are not limited to:
 - a. Admissions records;
 - b. Official transcripts;
 - c. Enrollment verifications;
 - d. FGCU email address;
 - e. Eagle ID Card;
 - f. Employment and personnel records;
 - g. Paychecks and tax documents;
 - h. Financial aid records;
 - i. Medical records;
 - j. Disciplinary records;
 - k. Diplomas;

1. Federal, international, or state reporting records; and
- m. Law enforcement records.
3. The University will display the Chosen First Name to the University community where feasible and appropriate and make a good faith effort to update reports, documents, and systems accordingly.
4. An individual's Chosen First Name may be used in University-related systems (Gulflink, Workday, and Canvas) and documents, except where the use of the Legal Name is required by law or the University, as defined in Section A.2. of this Policy.

B. REASON FOR POLICY

FGCU is committed to providing the highest quality educational and employment experience to its students and employees in a nurturing and supportive environment. In doing so, this Policy is to ensure that instruction and services are delivered in a manner that is reflective and supportive of its diverse community as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality, and cultural identity.

C. APPLICABILITY AND/OR ACCOUNTABILITY

All FGCU employees and students are encouraged to facilitate the use of the Chosen First Name and corresponding chosen pronoun. Name changes need to be common naming conventions for individuals.

D. DEFINITION OF TERMS

1. *Chosen First Name*: The first name by which a person wishes to be known and to have appear in University systems and when conducting day-to-day University business. The chosen name does not affect the individual's last name, which must remain the person's Legal Name.
2. *Legal Name*: The last name or surname recorded on an individual's legal identification and used in designated official records at the University.

E. PROCEDURES

1. Students
 - a. The process for students wishing to add a Chosen First Name and chosen pronouns is as follows:
 - 1) Visit the webpage for the Office of Records and Registration and click the

“Forms” button.

- 2) Choose the “Change of Name/Gender Form” listed under Records and Registration Forms.
 - 3) Follow the instructions to receive the form through DocuSign. The form will be sent to the email address provided.
 - 4) Use the link provided via email to access the form and follow the document prompts to complete and send it to the Office of Records and Registration.
- b. When a student believes that they would benefit from additional support or advocacy, the student may contact one of the following University Offices or tools:
- 1) The Dean of Students Office
 - 2) The Office of Institutional Equity and Compliance (OIEC); or
 - 3) The FGCU Hotline which is an online and telephone-based reporting tool to give University community a private, and if desired, anonymous, way to report alleged illegal, unethical, or improper conduct. You may access the FGCU Hotline at <https://fgcu.ethicspoint.com> or by calling 1-844-989-2950 (24 hours a day, 365 days a year).

2. Employees

- a. The process for employees wishing to add a Chosen First Name and chosen pronouns is as follows:
- 1) Log onto Workday and navigate to the “Employee Profile” section. Select “View Profile”.
 - 2) In your personal profile page, click “Actions” and then select “Personal Data” in the left-side menu.
 - 3) In the “Personal Data” menu, choose “Change my Preferred Name”.
 - 4) Uncheck the “Use Legal Name as Preferred Name” box and complete the form as appropriate.
 - 5) Click “Submit” to save your changes.
- b. When an employee believes that they would benefit from additional support or advocacy, employees may contact the following offices:

- 1) The Office of Human Resources;
 - 2) The Office of Institutional Equity and Compliance (OIEC); or
 - 3) The FGCU Hotline which is an online and telephone-based reporting tool to give University community a private, and if desired, anonymous, way to report alleged illegal, unethical or improper conduct. You may access the FGCU Hotline at <https://fgcu.ethicspoint.com> or by calling 1-844-989-2950 (24 hours a day, 365 days a year).
3. When an individual believes that their Chosen First Name has not been used in accordance with this Policy, that individual has the responsibility to resolve their concern(s) informally by communicating those concerns directly to the person or office, which has not properly used the individual's Chosen First Name. If informal resolution cannot be achieved, you may contact the OIEC so that it may determine if a complaint is an appropriate next step. A complaint can be pursued under FGCU Policy 1.006, Non-Discrimination, Anti-Harassment, and Sexual Misconduct.

Authority

BOG Regulation 1.001, University Board of Trustees Powers and Duties

History

New 01/14/21

APPROVED

*s/Michael V. Martin
Michael V. Martin, President

January 14, 2021
Date