



## 2.23 Preferred Name Policy Frequently Asked Questions

### What is a Preferred first name

A Preferred first name is a name a student or employee wishes to be known by in the college community that is different from a student's or employee's Legal Name.

### What is a Legal Name

Legal Name is the name that appears on your passport, driver's license, birth certificate, or U.S. Social Security Card.

### How do I seek the use of a preferred first name

- Complete the [Preferred Name Request Form - Student](#).
- Complete the [Preferred Name Request Form - Employee](#).

### Can anyone update my Preferred first name

No. Only you as the student or employee through the Preferred first name form.

### Can I set my Preferred first name to whatever I want

Although students and employees are generally free to determine the name they wish to be known by, inappropriate use of the Preferred first name Policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. In addition, the College reserves the right to remove a preferred name if it is deemed inappropriate (e.g., is offensive or derogatory), or if used inappropriately.

Students should also be aware that the faculty and staff at Monroe Community College will see their preferred name.

### Can I use my Preferred first name for everything at the College

No. Your preferred name can only be used and will only appear in the places listed in the Preferred first name Policy. Your legal/official name will appear on all other college records and documents; as listed in Preferred first name policy.

### How often can I change my Preferred first name at the College

Your preferred name can only be changed once per academic year.

### How do I correct or change my Legal Name at the College

Students who wish to change their legal name of record must submit official documentation (e.g., court order, divorce decree) directly to the Registration and Records. Students can complete the [Personal Information Change Form](#). Employees who wish to change their legal name must submit official documentation to Human Resources by contacting [hr@monroecc.edu](mailto:hr@monroecc.edu).

## What about my ID card

New students and employees can request that their first ID card contain their Preferred name The Preferred name will appear on the front of the card. Returning students and current employees can contact [photoid@monroecc.edu](mailto:photoid@monroecc.edu) or call (585) 292- 2555 to have a new card with their Preferred Name issued to them.

## Do I have to pay for a new ID with my Preferred first name on it

There is usually a required \$15 reissue fee charged for new cards. However, if you are changing your ID after completing the Preferred name form there is no charge.

## Do I need to change my MCC photo ID card

We recommend that you update your MCC photo ID with your preferred name. Many college processes ask for a photo ID. For example, a proctored test may recommend you to produce a photo ID with a name that matches the class roster. Your preferred name is listed on the class roster and you MCC photo ID will have a matching name. Your MCC M# can also be used for verification if you do not update your ID card.

## May I have a new photograph taken for my new ID Card

Yes, please inform the staff at the ID Card Center that you would like a new photograph to be taken before your new card with your Preferred Name is issued.

## Why do we have a Preferred first name Policy

The College recognizes that many members of its community use names other than their legal or official names to identify themselves. For some students and employees, a chosen or preferred name may be an important component of their identity. Therefore, the College has established guidelines that allow students and employees to indicate their chosen or preferred first names to the College community even if they have not changed their official/legal names.

This policy is consistent with Diversity, Equity, and Inclusive higher education practices supporting individuals against discrimination based on gender identity and expression, and is best practice for supporting transgender, gender non-binary, and all members of the college community.

## Who does the policy affect

Students and employees, who wish to be recognized by and use a different first name from their legal first name, and within community standards (i.e. no profanity, obscenity, derivations from hate-speech and compliant with technical requirements).

## Does the policy allow me to change my legal name

No. The policy only impacts the individual's name reflected in institutional systems.

## How do you handle International Student Records

International students must use the same name on their records as on their documents from the U.S. Department of Homeland Security and their passport. The only exception is that any student can add a chosen campus name which will be the first name used on campus (specifically for course, grading and advising rosters).