

# St Ambrose University Chosen Name Policy

10.19.17 – approved by Cabinet

St. Ambrose University is an independent, comprehensive, and Catholic diocesan university firmly grounded in the liberal arts and Catholic identity and values. In accordance with our core values, we believe in the inherent God-given dignity and worth of every person. As such, the University and its community strives to develop an understanding of human cultures, achievements, capabilities, and limitations to promote justice and peace and use our talents in service to others and the world. We welcome people from other countries and cultures to study, learn, and work at St. Ambrose.

Therefore, the University recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this chosen name is not for the purposes of misrepresentation, the University acknowledges that a "chosen name" can and should be used wherever possible in the course of University business and education.

It is the policy of the University that any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the University's information system (Colleague) with a chosen name in addition to the person's legal name. It is further understood that the person's chosen name shall be used in as many University communications and reporting measures as possible, acknowledging the instances when the use of a legal name is required or the University's data enterprise system limits such use. The legal *last name* must be used in all circumstances.

The individual is free to determine the chosen name he or she wants to be known by in the University's information systems. However, inappropriate use of the chosen name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request.

## Who Can Set a Chosen Name?

Because chosen names are set using the University's data enterprise system (Colleague), only those individuals with access can set chosen names. As such, students must notify the Office of the Registrar of a chosen name by completing the Name Change form on the Registrar's webpage (<http://www.sau.edu/academics/academic-resources/registrar/policies>) or portal page (<https://mysau.sau.edu/Academics/OfficeofRegistrar/Pages/default.aspx>).

## List of Instances Where "Chosen Name" Will Likely Be Used:

- Class rosters
- Advising rosters
- Student Planning Advising software
- BeeCard (school ID)
- Alumni communications
- Advancement communications
- Email addresses
- University mailings
- University press releases

## Chosen Names FAQ

Can any member of the St. Ambrose community request a chosen name?

- Any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the University's information system (Colleague) with a chosen name in addition to the person's legal name.

How do I set a chosen name?

- Students and Employees (both retired and active) may complete the Name Change form on the Registrar's portal page (<https://mysau.sau.edu/Academics/OfficeofRegistrar/Pages/default.aspx>).
- Alumni may complete the Name Change form on the Alumni webpage (<http://www.sau.edu/alumni/connect/update-your-information>)

Can I set my chosen name to whatever I want?

- Yes, but the University reserves the right to deny or remove a chosen name if it is used inappropriately or in a way that is not authentic or in the spirit of dignity and worth of the University's core values of diversity and integrity.

Can I use my chosen name for everything at the University?

- No. Your legal name will continue to be used in business processes that require use of the legal name, such as for financial aid, payroll records, contracts, and transcripts.

How do I correct or change my legal name for University systems?

- Please contact the Office of the Registrar at 563-333-6204 between the hours of 8 a.m. - 4:30 p.m. Monday through Friday.

How do I put my chosen name on my BeeCard (ID)?

- Please visit the Bee Card Service Desk located in the Dean of Students Office 8 a.m. - 4:30 p.m. Monday through Friday.

How do I use my chosen name for my email address?

- Please contact the IT helpdesk at 563.333.6383 or submit a service desk ticket at <https://mysau.sau.edu/UniversityServices/InformationTechnology/Pages/default.aspx>