



DATE: May 11, 2017
FROM: Jayati Chaudhuri, Chair, Student Policy Committee *Jayati Chaudhuri*
TO: Veena Prabhu, Chair, Academic Senate
CC: SPC Members
SUBJECT: Preferred Name Policy

The Student Policy Committee (SPC) recognizes that members of the Cal State LA community may prefer to use a name other than their legal or official name to identify themselves. For some students, a chosen or preferred name may be an important component of their identity. Hence, after careful consideration, SPC has drafted a new policy to accommodate students chosen or preferred name even if they have not changed their official/legal names.

Therefore, SPC recommends consideration of the Preferred Name Policy as a new policy that would allow students to choose a preferred name whenever possible.

Attachment.

1 **PREFERRED NAME POLICY**

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3 CALIFORNIA STATE UNIVERSITY, LOS ANGELES RECOGNIZES THAT SOME
4 STUDENTS MAY PREFER TO USE A FIRST NAME OTHER THAN THEIR LEGAL NAME
5 TO IDENTIFY THEMSELVES. THE UNIVERSITY ACKNOWLEDGES THAT A
6 "PREFERRED NAME" CAN AND SHOULD BE USED WHERE POSSIBLE IN THE
7 COURSE OF UNIVERSITY BUSINESS AND EDUCATION.

8 STUDENTS WHO WOULD LIKE TO USE A PREFERRED NAME MUST FORMALLY
9 MAKE A REQUEST. IF APPROVED, THE STUDENT'S PREFERRED NAME WILL BE
10 USED IN THE UNIVERSITY DIRECTORY, IN MANY COMMUNICATIONS, ON CLASS
11 ROSTERS, ON THE STUDENT'S GOLDEN EAGLE ONE CARD, AND IN REPORTING,
12 EXCEPT WHERE THE USE OF THE LEGAL NAME IS REQUIRED. FOR EXAMPLE,
13 SOME RECORDS, SUCH AS PAYCHECKS, LEGAL DOCUMENTS, AND TRANSCRIPTS,
14 REQUIRE USE OF A LEGAL NAME; IN SUCH CIRCUMSTANCES, THE UNIVERSITY
15 WILL NOT BE ABLE TO USE THE PREFERRED NAME. HOWEVER, WHENEVER
16 REASONABLY POSSIBLE, THE PREFERRED NAME WILL BE USED.

17 INAPPROPRIATE USE OF THE PREFERRED NAME, INCLUDING BUT NOT LIMITED TO
18 MISREPRESENTATION OR ATTEMPTING TO AVOID A LEGAL OBLIGATION, MAY BE
19 CAUSE FOR DENYING THE REQUEST.