

Name Use Policy

FINANCE & ADMINISTRATION

Ethical & Responsible Conduct/Responsible Conduct Policies

Policy Owner: Vice President for Finance & Administration

Effective date: March 1, 2024

Approval date: Fall 2025

Schedule for Review: Fall 2030

Policy Summary:

This policy outlines the use of preferred and legal names across campus.

Policy Statement:

Fort Lewis College recognizes that students, faculty, and staff may use a preferred first name rather than their legal first name to identify themselves. The College uses preferred names in all circumstances except where legal name is required (see below).

Legal Name

An individual's legal name will be used in any place or transaction where legal name is required.

Places where legal name will be used include:

- Employment paperwork and paychecks
- Enrollment and degree verifications
- Financial aid documents and refund checks
 - Please note, students applying for federal financial aid – the legal name used on the FAFSA must match the student's legal name at FLC.
- Health Records
- Official transcripts
- Official police-related documentation
- Student accounts and bills

Preferred Name

An individual's preferred name will be used in all other places, communications, and transactions with the College.

Places where preferred name will be used include:

- In all formal and informal communications to a student or employee.
 - Including email and print mailings sent to either a school address or home address.
- FLC Account and email
- Class rosters and information within the learning management system
- Student ID cards (Skycards)
- Student profile and within the student information system
- Online directory

Legal Name Change

Students currently attending Fort Lewis College who have changed their legal name can have their record updated by completing the Legal Name Change form and either bringing it and one of the following documents to the Skyhawk Station to copy OR by uploading the form and copy of the supporting document through the secure upload.

Students must provide a copy of one of the following with their updated legal name:

- Valid state-issued ID or driver's license
- Court documents
- Tribal documents
- Birth certificate
- Passport

Current FLC employees who have changed their legal name can have their record updated by editing their legal name on the Personal Information tab in Workday. The process will route for approval and will require the submission of one of the following documents:

Employees must provide a copy of one of the following with their updated legal name:

- Valid state-issued ID or driver's license
- Court documents
- Tribal documents
- Birth certificate
- Passport

Preferred Name Change

Students and Employees can change their preferred name at any time through their student or employee profile in Workday. Please see the Skyhawk Station website for detailed instructions.

Reason for Policy

This policy clarifies where a student or employee can expect their legal name to be used in conducting business related to Fort Lewis College.

Responsibilities:

For following the policy: All Employees

For enforcement of the policy: Director of Compliance

For oversight of the policy: Vice President for Finance & Administration

For procedures for implementing policy: Department of Information Technology, Registrar, Director of HR, and all functional managers.

For notification of policy: Policy Librarian

Definitions:

Legal Name: A person's legal name is the name that identifies the person for legal purposes with state, federal, or tribal governments. A legal name can be changed with the state.

Preferred Name: A name that an individual uses that may be different from their legal name. Preferred name can be changed at any time using the process outlined in this policy.

Procedures:

(Optional)

Cross-Referenced Policies:

(Optional)

Consequences of Non-Compliance:

Violations of this policy can be reported through the [Student Grievance Procedure](#)

Review and Revision History:

This policy was first established effective November 2, 2015 as the “Preferred First Name” policy and was revised effective March 1, 2024 to clarify institutional uses of legal and preferred name and to update the policy name. The policy was reviewed by the LGBTQIA2S+ Advisory Committee.

Reviewed and format updated Fall 2025.