



## **Executive Memorandum No. 40**

### **Policy on Chosen Name**

#### **1. Scope**

This policy applies to all University of Nebraska students, faculty, and staff. As a reminder, pursuant to University of Nebraska Board of Regents Policies and Bylaws, it is the policy of the University of Nebraska to adopt and support measures designed to prevent and eliminate discrimination against employees and prospective employees, students and prospective students of the University of Nebraska, and any vendors or contractors with whom the University works. The University of Nebraska does not condone or tolerate discrimination.

#### **2. Definitions**

- a. Official Name of Record (or Legal Name) – the name that appears on an individual's passport, driver's license, birth certificate, or U.S. Social Security Card.
- b. Chosen Names – names that an individual wants to be known by or identifies with in the University community that are different from the individual's Official Name of Record.

#### **3. Reason for Policy**

The University of Nebraska recognizes that some members of the University community use chosen names to identify themselves. A University community member's chosen name can and should be used wherever possible in the course of University education, business, and communication. The goal of this policy is a consistent chosen name experience and use of one's chosen name across the University system.

#### **4. Policy Statement**

All members of the University of Nebraska community may use a chosen name to identify themselves where possible and appropriate.

- a. **Permissible Use of Chosen Names.** Except as set forth in Section 4(b) of this policy, members of the University community may use chosen names to identify themselves. The University acknowledges that a chosen name can and should be used where possible in the course of University business, education, and communication.
- b. **Prohibited Use of Chosen Names.** Prospective students and employees will be required to provide their full legal name when they apply for admission or employment with the University. Chosen names shall not be used for the purpose of misrepresentation, avoiding legal obligations, or otherwise in any manner that violates University policies or federal, state, or local laws. Chosen names that are not administratively possible to implement, including, without limitation, symbols or images, are prohibited. The University reserves the right to remove any chosen name without prior notice to the individual due to misuse or abuse of this chosen name policy, including, but not limited to, misrepresentation, attempting to avoid legal obligations, or the use of highly offensive or derogatory names.
- c. **Use and Display of Chosen Names.** At this time, chosen names will appear in all University systems where available and technically feasible. Going forward, the University will attempt to display chosen names to the University community where feasible and appropriate and will make a good faith effort to update reports, documents, and systems designated to use chosen names. Designating a chosen name is not a legal name change.

Instances in which Chosen Names will be displayed include, but are subject to change and not limited to:

- i. Class Rosters
- ii. Grade Rosters
- iii. Degree Audit
- iv. Learning Management Systems
- v. University Directories
- vi. Official University Email Name and Address
- vii. Campus/University ID Cards (Front)
- viii. Awards Certificates
- ix. Human Resources, Student Information, and Business Systems, where applicable
- x. Where Legal Name is Not Required

Instances in which the Official Name of Record will be used include, but are subject to change and not limited to:

- i. Official and Unofficial Transcripts
- ii. Student Clearinghouse

- iii. IRS Documentation (e.g. 1098-T, W2, 1095C)
- iv. Scholarship and Financial Aid Processing
- v. Student Consolidated Bill
- vi. Campus/University ID Cards (Back)
- vii. Human Resources Systems (e.g. Remuneration, Insured Benefits)
- viii. Public Directory Information Requests from Third Parties
- ix. Benefit Vendor Documents
- x. Data Transmitted to Governmental Agencies or Servicing Agencies
- xi. When Required by Law

At this time, chosen names will appear on the front of campus/University ID cards; and the official name of record will be printed on the back for students, faculty, and staff.

For press releases, use of chosen name or legal name is at the discretion of the individual named in the communication.

Pursuant to the Family Educational Rights and Privacy Act (FERPA), a student's name, including one's chosen name, may be disclosed at the discretion of the institution to the public as "directory information" unless the student opts not to permit such disclosure.

## **5. Procedures**

- a. Students may identify a chosen name in addition to their official name of record by accessing their student information system. No documentation is required to identify a chosen name.
- b. Faculty and staff must contact their Human Resources office for details.
- c. Students who want to change their official name of record must submit official, legal name change documentation (e.g. court order, divorce decree) directly to the Office of the Registrar; and employees must submit official, legal name change documentation (e.g. court order, divorce decree) directly to the Office of Human Resources. For non-U.S. Citizens, the official name of record is the name on a passport, visa, or other acceptable government document.
- d. To revoke the University's disclosure of directory information under FERPA, a student has the option of setting or removing the restriction of privacy by accessing the profile section of the campus dashboard/portal (MyBLUE, MyRED, MavLINK, MyRecords, MyNCTA). Questions should be directed to the Office of the Registrar; and more information is included on the Registrar's FERPA information page.

**Reference:** Edited March 6, 2023  
Edited March 22, 2021  
Adopted September 15, 2020

Dated this 12<sup>th</sup> day of November 2025.



---

Jeffrey B. Gold, President