



Policy Title: GE2053 - Preferred Full Name and Usage

Subject Area: Academic, Human Resources

Responsible Official(s): Executive Vice President and Provost, Executive Vice President and Chief Operating and Financial Officer

Responsible Office(s): Registrar

Policy Statement

The University of Memphis recognizes that students, faculty, and staff may choose to identify themselves within the campus community with a preferred full name that differs from their legal full name.

Definitions

Legal full name – The name that appears on government issued identification.

Preferred full name – a name other than the legal name; may not be used to avoid legal obligation or with the intention to misrepresent.

Policy

Students, faculty, and staff are free to determine the preferred full name they want to be known by, regardless of whether they have legally changed their name. Preferred full name will be used across systems, where possible.

The University reserves the right to remove or deny a preferred full name if it is used inappropriately, including but not limited to, avoiding a legal obligation or for the purpose of misrepresentation. Preferred full name may not include profanity, offensive or slang terminology, numbers, symbols, or any characters not supported by university systems.

The legal full name will continue to be used in business processes and documents such as reporting, financial aid, transcripts, employee related data such as benefits documents, payroll and tax documents, and other records where use of legal full name is required by law or University of Memphis policy.

Student Applicants and Preferred Full Name Selection

Student applicants may provide a preferred first name in the Admissions application process. The preferred first name will be added with legal last name to create a preferred full name in the system of record. The Admissions offices for Undergraduate, Graduate, and Law will review all preferred first names that are provided.

Current Students and Preferred Full Name Selection

Current students may provide a preferred name at any time in their academic career and should visit [Changing Personal Data](#) to access the preferred name form and the upload tool. No legal documentation is required when providing a preferred full name. The Registrar's Office will add the preferred full name to the system of record.

Students should be aware that preferred full name will be used in many systems and will be the name they are known by faculty and students in classes.

Faculty / Staff Applicants and Preferred Full Name Selection

Applicants for employment must provide the legal name on the employment application; however, applicants may also provide a preferred first name in addition to the legal name. The legal first and last name will be added with preferred first name to create a preferred full name in the system of record.

Current Faculty / Staff and Preferred Full Name Selection

Current faculty and staff should access the [Employee Preferred Name Request](#) form for Human Resources to update the system of record. Faculty and staff should be aware that the preferred name will be used in many systems and will be the name they are known by colleagues and students.

Removing or Changing a Preferred Full Name

Students should contact the Registrar's Office and submit a new preferred name form with the indication to remove or change a current preferred name.

Faculty and staff should contact Human Resources and submit a new preferred name form with the indication to remove or change a current preferred name.

Changing Email Display / Preferred Full Name

The default for email display name is preferred full name.

Preferred Full Name Usage

Preferred full name will be used as the default to include (but not limited to) the following systems and processes:

- Learning Management System (LMS) – Preferred name will be used in discussion boards, grade rosters, etc. Preferred full name will automatically be the default in the LMS for students and faculty if preferred full name was provided.
- Class rosters in Banner Self Service
- Grading rosters in Banner Self Service
- Email name display
- Commencement booklet
- Degreeworks
- Navigate
- Staff Appraisal Management System (SAMS)

Preferred full name may be selected as an option for the following:

- Diploma name
- University ID cards

Legal full name will continue to be the default to include (but not limited to) the following:

- Financial aid processes and documentation
- Transcripts (Official and unofficial)
- Tax documents
- Payroll documents
- Work authorization documents / I-9
- University sponsored visa / immigration documents
- Benefits documents
- Employment notices (salary letters, discipline notices, etc.)
- Other legal documents

Related Documents, Policies and Forms

[Preferred Full Name and Usage](#)

[Changing Personal Data](#) (students)

[Employee Preferred Name Request](#)

[Student Preferred Name Request](#)

Last Revision Update Log: 06/07/2023