



1B.1.2 Preferred Name Policy

Part 1. Purpose.

Central Lakes College (CLC) recognizes and supports the members of its community who wish to use preferred names where legally permissible. This Procedure outlines a process by which individuals in the College may designate a preferred name to be used in the course of College business and education.

Part 2. Definitions.

Preferred Name: A preferred name is a name that a person has chosen to identify themselves within CLC that is different, in whole or in part, from their legal name.

Part 3. College Office Action

CLC shall adopt, maintain, and disseminate a procedure for individual employees, students, and alumni, where applicable, to choose a preferred name that will be used for identification within the College, except where a legal name is required by college business or legal needs, or where technical constraints exist. Where a preferred name is used, the legal name should not be displayed in the same field. Requests for use of a preferred name must be submitted in writing to the designated campus or college official; identification may be requested for security purposes. The CLC Registration Department shall be responsible for handling preferred name requests from students and alumni, while the human resources offices shall be responsible for handling such requests from employees.

Part 4. Designating a Preferred Name

An individual shall generally be permitted to designate any preferred name, including first, middle, and/or last name. CLC reserves the right to deny an inappropriate preferred name, including, but not limited to, those that avoid legal obligations, misrepresent, or violate other College policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.

The College shall use preferred names for email addresses, online directories, class rosters, and other functions where technically and legally possible.

Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of "preferred names where legally permissible."

Part 5. Implementation

CLC is responsible for implementing the display of preferred names in its local applications. Implementation of preferred names shall be phased in over time as technical resources are available. CLC shall be responsible for disseminating information about this Procedure to its community members. Information about this Procedure shall be included in the new student and employee orientation.

Central Lakes College shall develop template forms for use by individuals who wish to request a preferred name.

Part 6: Appeals Process

If a request for a preferred name is denied, students may appeal directly to the Dean of Students, Equity & Inclusion. Employees may appeal directly to the Director of Human Resources.

Part 7: Records Retention

Requests for a preferred name are maintained indefinitely in student records, and employee records are maintained for four years after an employee's exit.

MinnState Policy: [System Procedure 1B.1.2 Preferred Name](#)

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