


ADMINISTRATIVE PROCEDURE MANUAL			
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## Purpose

The purpose of this procedure is to outline the process for the College's use of legal name and preferred first name and preferred pronoun for students. Florida State College at Jacksonville (FSCJ) is committed to fostering an inclusive environment supportive of students' forms of self-identification.


## Procedure

### Legal Name

- A. Students are required to provide their legal names on their application for admission.
- B. A change of legal name requires an official document or court order verifying the correct information at the time the request is made. If a legal name change has occurred, students may complete a *Record Change Form*, and include official supporting documentation.
- C. Legal name will be used, but not limited to, as follows:
  1. Reporting to state and federal agencies
  2. Transcript
  3. Financial aid documents and processes
  4. Direct deposit information for refunds
  5. Enrollment and degree verification processes
  6. Transfer and external credit processes
  7. Medical and law enforcement documents
  8. Visa/immigration documents
  9. Reverse side of the Student ID Card
  10. Other records where the legal name is required by law or College policy.

### Preferred Name

- A. Current students may add a new preferred first name by completing the *Record Change Form*. The preferred first name will appear alongside the student's legal name, which will remain on file. A preferred first name is not a legal name change.

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- B. Preferred first names may not be applicable in certain programs due to the requirements of accreditation organizations and clinical sites. Programs including, but not limited to, Police, Fire, Nursing and many of the Allied Health programs require the use of the legal name due to the need for background checks, official health records and certification requirements. If a student is in a program where a preferred first name cannot be used, they will be advised to consider a legal name change.
- C. Arbitrary, repeated and inappropriate use of the preferred first name including, but not limited to, misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request and/or rescinding the use of the preferred first name.
- D. FSCJ, as determined by the Registrar or designee, reserves the right to refuse a preferred first name. Instances that may result in this prohibition include the use of profane words and/or names that may be used for fraudulent purposes.
- E. In requesting the use of a preferred first name, a student does not need to identify the reason for the name change. Students that need assistance with this process may contact the Student Records Office or an Advising Center.
- F. Preferred first names will be displayed in the following, but is not limited to:
1. Academic systems, such as class rosters and grade rosters
  2. Front side of the Student ID Card
  3. Online directory listings
  4. Advisee lists
  5. Diplomas, as applicable by law
  6. Canvas, myFSCJ Student Portal and other third-party software systems
  7. Mail sent to the address(es) on file (Please note, mailings sent to address(es) on file may be seen by family members, roommates or other individuals outside of FSCJ.)
- G. Student preferred pronoun(s) may be identified in PeopleSoft and will synchronize from PeopleSoft to the Active Directory and to Canvas.
- H. When faculty and staff are interacting with a student using a preferred first name
1. They should make every effort to note and use the preferred first name.
  2. They should understand that the request itself is confidential.



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3. They should make every effort to use the student's preferred name in settings involving other individuals when using a College-generated roster or other official document.
4. They may choose to ask students to write their preferred first name next to a roster printed of Last Name only, offering privacy for those students requesting a first name that suggests a gender identity different from appearance.
5. After receiving a request for use of a preferred name, they should be consistent in using the preferred name for all students.
6. When accepting student work that populates the name field automatically (e.g. inside Canvas), they will accept the work under the preferred name and enter the grade under the roster name.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: July 14, 2021

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