



Frequently Asked Questions
Preferred Name Policy

Q: What is a Preferred Name and Pronoun?

A: A Preferred Name is a name a student wishes to be known by in the University community that is different from a student's Legal Name. It is not meant to be used to record a nickname (e.g. Jimmy for James). EMU's policy covers Preferred First Name. Surnames can be changed only with a legal name change. As used in this document (and in EMU's Preferred Name policy), a Pronoun is a word that may be used in place of a person's name. It refers to the pronoun that an individual would like others to use when talking to or about that individual.

Q: What is a Legal Name?

A: A Legal Name is the name that appears on your passport, driver's license, birth certificate, or U.S. Social Security Card.

Q: What is EMU's Preferred Name Policy?

A: EMU's Preferred Name policy can be found at emich.edu/preferredname.

Q: Must I set a Preferred Name and/or Pronoun?

A: No. The choice to use a Preferred Name and/or Pronoun is entirely up to you. Your legal name as reflected in EMU's systems will be used unless you select a Preferred Name.

Q: How do I set or change my Preferred Name and/or Pronoun?

A: You may set or change your Preferred Name and/or Pronoun by logging on to **my.emich** and clicking on Personal Information. You should then choose "Update Preferred Name and Pronoun" and follow the instructions.

Q: Once I change my Preferred Name and/or Pronoun, how long do I have to wait until it begins to appear in my records?

A: Changes should take effect immediately, but are subject to review. Remember, a Preferred Name may not be used for purposes of fraud or misrepresentation. Please be advised that pronouns and/or preferred first names will appear as part of online class lists and rosters, but may not be reflected on the printed class list being used by your faculty member, especially if processed after the first day of a semester. Each faculty member determines how and when they print these lists for use in their classroom, and may not print a new copy after the first day of a semester.

Q: Are there any Preferred Name restrictions?

A: A Preferred Name may not be used for purposes of fraud or misrepresentation. EMU reserves the right to remove a Preferred Name if it contains inappropriate or offensive language.

Q: Once I change my Preferred Name, will it affect my Legal Name?

A: No, setting or changing your Preferred Name will not affect your Legal Name.

Q: Once I change my Preferred Name, where will it show up? Where will my Legal Name still appear?

A: Your Preferred Name will appear on class rosters, grade reports, advising overviews and EMU Directory listings at this time. You may request a change to your email address and/or your Photo ID. Currently, pronouns will display on class rosters and advising overviews only. EMU is continuing to work to identify and modify additional locations to reflect preferred name and pronoun.) Your Legal Name will still appear where it is required by law, such as on financial aid documents, payroll documents, and federal immigration documents.

Q: How many times per year may I change my Preferred Name and/or Pronoun?

A: You may change your Preferred Name once per year. There is no limit on how often you may change your Pronoun.

Q: After I change my Preferred Name and/or Pronoun, who at EMU will have access to my Legal Name?

A: After you add or change a Preferred Name and/or Pronoun, staff with an administrative need (e.g., police, health, financial services, deans' office, Human Resources or similar) may still see both a person's legal and preferred names. As with Grade Point Averages (GPAs) and other sensitive information, these staff members shall be trained on the implications of this access.