



Questions? Please email preferred_name@emich.edu

New Preferred Name Policy!

Purpose

Members of the Eastern Michigan University community may choose to identify themselves in the University's information systems with a preferred name, in addition to a legal name, and/or request an identifying pronoun.

Policy

EMU recognizes that, as a community, many of its members use names other than their legal names to identify themselves. As long as the use of this preferred name is not for purposes of misrepresentation, EMU acknowledges that a preferred name can and should be used wherever possible in the course of University business and education. EMU also acknowledges that an identifying pronoun may be desired and should be allowable whenever possible.

Responsibility

The Office of the President, or designee, has overall and primary responsibility for ensuring this policy and procedures are properly carried out.

Procedure

EMU's Division of Information Technology has developed a procedure allowing a student to identify a preferred name online, using the my.emich system. Students may also indicate a pronoun using the my.emich system by choosing from the drop-down list available. After a student enters a preferred name, various systems will be updated to reflect this name.

Please Note: Some systems require additional steps to complete a name update (e.g. ID cards and email aliases). Other systems will be added over time, and functionality will be expanded to employees.

Updated systems (as of August 2016)

- Faculty Class Rosters and Class Lists
- Faculty Grade Submission
- Faculty and Student Advising Overviews
- EMU Directory Listings
- ID Cards
- Email aliases

Notes

- A person's legal name must remain on any documents where a legal name is required by federal or state law.
- A preferred name may be added or changed one time per year. No time limitations currently exist for pronoun changes.
- Name changes will take effect immediately, but are subject to review. Although each person is free to determine a preferred name, use of the preferred name for purposes of misrepresentation or other inappropriate purposes will be cause for removal of the preferred name.
- Please note that pronouns and/or preferred first names may not be reflected on the printed class list being used by your instructor, especially if processed after the first day of a semester. Each instructor determines how and when they access these lists for use in their classroom, and may not print a new copy after the first day of a semester.
- Staff with an administrative need (e.g., police, health, financial services, deans' office, Human Resources or similar) may 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.
- This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of EMU.