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<b>SUBJECT:</b>	Chosen Identity (Preferred Name, Gender Identity & Pronouns)
<b>REVIEWED/REVISED:</b>	8/2022
<b>PURPOSE:</b>	To promote and support an open and inclusive environment through the establishment of a chosen name, gender identity and pronouns for use within College systems, where feasible.
<b>POLICY OWNER:</b>	Vice President, Academic Affairs

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**Scope:**

This policy applies to all Nebraska Methodist College students.

**Definitions:**

**Legal Name** - the name that appears on government issued identification.

**Preferred Name** – a name that a person wants to be known by or identifies within our community that differs from the person's legal name.

**Sex at birth** – person's sex assigned at birth.

**Legal Sex** - person's legally recognized sex, which may be found on an individual's passport, driver's license, birth certificate, or U.S. Social Security records.

**Gender Identity** - person's internal knowledge of one's own gender (e.g. being a man, a woman, non-binary, or another gender). For example, transgender people's gender identity may be different from their sex.

**Pronouns** - a person's gender expression.

**Policy:**

Nebraska Methodist College (NMC) recognizes that some use preferred names to identify themselves. A preferred name can and should be used wherever possible within our education, business, and communication. The goal of this policy is a consistent preferred name experience and use of one's preferred name across the college system, where feasible.

The College recognizes that some identify as a gender other than their sex. An individual's gender identity can and should be used where possible within our education, business, and communication. Gender identity should be used in place of sex or binary gender values where possible and appropriate.

- a. **Permissible Use of Preferred Names.** With exception to mandatory reporting, members of the College community may use preferred names to identify themselves. The College acknowledges that a preferred name can and should be used where possible within our education, business, and communications.

- b. Prohibited Use of Preferred Names.** Prospective students and employees will be required to provide their full legal name when they apply for admission, financial aid or employment with NMC. Preferred names shall not be used for the purpose of misrepresentation, avoiding legal obligations, or otherwise in any manner that violates NMC policies or federal, state, or local laws. Preferred names that are not administratively possible to implement, including, without limitation, symbols or images, are prohibited. The College reserves the right to remove any preferred name without prior notice to the individual due to misuse or abuse of this preferred name policy, including, but not limited to, misrepresentation, attempting to avoid legal obligations, or the use of highly offensive or derogatory names.
- c. Use and Display of Preferred Names.** At this time, preferred names will appear in all College systems where available and technically feasible. Going forward, the College will attempt to display preferred names to the College community where feasible and appropriate and will make a good faith effort to update reports, documents, and systems designated to use preferred name. Designating a preferred name is not a legal name change.

Instances a Preferred Name will be displayed include, but are subject to change and not limited to:

- Student ID Card
- Student Housing Door Tag
- Class Roster
- Grade Rosters
- Degree Audit
- Learning Management System
- College Directories
- Official College Email, Name and Address
- Awards/Certificates
- Student Information Systems, where applicable

Instances Legal Name will be required (by law or other mandatory reporting) to be used, but are subject to change and not limited to:

- Official and Unofficial Transcripts
- Student Clearinghouse
- IRS Documentation (e.g. 1098-T, W2, 1095C)
- Scholarship and Financial Aid Documents
- Student Consolidated Bill
- Public Directory Information Requests from Third Parties
- Benefit Vendor Documents
- Data Transmitted to Governmental Agencies or Servicing Agencies
- Tuition, billing and fees
- When Required by Law

Pursuant to the Family Educational Rights and Privacy Act (FERPA), a student's name, including one's preferred name, may be disclosed at the discretion of the institution to the public as "directory information" unless the student opts not to permit such disclosure.

- d. **Permissible Use of Gender Identity.** Student's gender identity may be referenced in College communications and information materials, except where the use of sex is required by College business or legal need. Not all College information systems, databases, and processes may be able to store or display a separate gender identity, and there may be uses that require display of sex; therefore, individuals should always be prepared to reference their sex as well and may need to provide corresponding identification when necessary.
  
- e. **Use and Display of Gender Identity.** Students are free to determine the gender identity they want to be known by in College information systems. In instances where a member of the College community uses a gender identity in various College systems, it should be understood that for College business, it will still be necessary that sex be used wherever sex is required by College business or legal need.

**Procedures:**

Students may identify a preferred name in addition to their legal name by completing the Student Status Change Form. Students who want to change their legal name must submit the Student Status Change Form along with official, legal name change documentation (e.g. court order, divorce decree) directly to the Office of the Registrar.

An individual's gender identity will be used where possible within our education, business, and communication. Gender identity should be used in place of sex, and/or in addition to, binary gender values where possible and appropriate. Students may change their legal sex designation in the College's records system by submitting the Student Status Change Form and legal documentation to the Registrar's Office. Legal documentation may include a driver's license, birth certificate, or passport with the person's identified sex.

Students may turn on the pronoun designation within the Learning Management System as they choose.