**Crafton Hills College Procedure on Preferred Names**

By allowing students to use a preferred first name, Crafton Hills College hopes to give students an empowering, safe and nondiscriminatory college experience. The policy brings us in line with recommendations for compliance with the government’s Title IX provisions. It also promotes a campus ethos which welcomes and supports self-expression.

**What is a Preferred Name?**

As a student, you will be able to designate a preferred first name, which is:

* A name that you can designate to be used on certain college-related records or documents in place of your legal name.
* A name that you wish to be known or identified by in the classroom (and elsewhere on campus).
* Different from your legal name.

**Reasons for Preferred Name Policy**

Reasons for name changes may include transgender or gender nonconforming identities, international students or other students who wish to adopt an English language name, students known by names that are different from their legal names, or students who have popular names who wish to use a different one. Beginning in the fall of 2018, students who list a preferred first name on their admissions application automatically will have their preferred names entered into the district’s information system.

As long as the use of this preferred name is not for the purposes of misrepresentation, or as long as it does not involve hate speech, the college acknowledges that a “preferred name” may be used where possible on certain college records.

**How do I designate a preferred name?**

When you apply to Crafton Hills College you may designate a preferred first name. Your legal last name (surname) will remain unchanged and will be included in your preferred name. If you do not designate a preferred name in the application process, you may make a request directly at Admissions and Records.

**Are there rules about the name I choose?**

Preferred names are limited to alphabetical characters, a hypen (-) and a space. Generally, you can designate any preferred first name, but Crafton Hills College reserves the right to delete a preferred name if it is used inappropriately, such as misrepresentation or fraud; such usage will also subject the student to disciplinary action in accordance with District Policy.

**How often can I change my preferred name?**

You are allowed only one preferred name selection during your Crafton Hills College educational career. If you have designated a preferred name and later decide that you would prefer to use your legal name on all student records, go to the Admissions and Records and follow the instructions.

**What will my preferred name be used for?**

* College ID Card
* Class Rosters, both in-class and online
* Grading Rosters (Canvas)
* Waitlists
* Unofficial Transcript
* College Public Directories (unless the student has asked that information be blocked)
* College email
* Diploma

**What will my legal name be used for?**

* Federal Immigration Documents
* Office of Financial Aid
* Military Veteran’s Certification
* Bursar’s Office
* Payroll Records
* National Student Clearinghouse
* Official Transcript
* Academic Certifications (of enrollment, good standing, degree completion)
* Athletics rosters
* Health and Wellness Center
* Any other designated function or department as assigned by the college

**How do I appeal a decision about my preferred name?**

Office of Admissions and Records

(909) 389-3663

admissions@craftonhills.edu

Crafton Center (CCR) 111