

Guidelines on Preferred Names and Personal Pronouns

Daoist Traditions College is committed to fostering a welcoming and inclusive campus environment as a foundation for student and employee success.

These guidelines have been established to address the needs of students and employees who want or need to change their name during the course of enrollment or employment at Daoist Traditions. These policies also address name changes for students/employees who would like to use a first/middle name which better reflects their ethnic, racial, or gender identity.

The term “preferred name” is used throughout this document to refer to all alterations to the legal name including nicknames and chosen/lived names.

These guidelines cannot anticipate every situation that might occur. Additionally, terms and concepts are dynamic, such that language used in these guidelines may not reflect the most current vernacular. In all cases, the goal of this document is to ensure the physical and psychological safety of every student and employee.

Name Policy

The college recognizes the need or choice for students or employees to refer to themselves by a first or middle name other than their legal name. This may include individuals who use:

- A middle name or a version of their first name instead of their legal first name;
- A frequently used nickname;
- A first/middle name that an individual is in the process of legally changing; or
- A first/middle name that better represents an individual’s gender identity/expression or racial/ethnic identity.

A person does not have to legally change their name to use a preferred first/middle name. Use of one’s legal name will continue to be necessary in some instances, but we are still committed to using the preferred name when interacting with students and colleagues to create a welcoming and affirming campus environment.

Preferred Name

The preferred name is defined as the name that a person uses in their daily life. An individual may go through the process of aligning their legal name and preferred name, although there are many reasons why an individual may be unable or choose not to.

The college provides a process for students and employees to request use of a preferred name within the Daoist Traditions community. After an individual submits a request to use a specific name, we will make every effort to ensure that the change is implemented as smoothly as possible.

New students can note their preferred name on forms provided at new student orientation or semester orientation. New employees can provide this information during the onboarding process. Students or employees can also use the [Name Change Request](#) form located in Canvas.

A preferred name will be used where possible in our systems and records and in the course of college business and education, except when the use of an individual’s legal name is required by law, or college policy, or if its use is prohibited in this policy. *See Limits below.*

The GradPro Student Information System (SIS) contains the official student record which includes the legal name and gender that the student indicates during admissions. While a preferred name

can be noted in the SIS, the student's legal name is the primary name used on all official documents pertaining to the student including grade reports, transcripts, and account statements.

Preferred name will be used or made available in the following systems and records:

- Cohort lists
- Registration forms
- Daoist Traditions Email Address (first initial and last name) and Google Apps (includes Gmail, Drive/Docs). *If someone has communicated with you using the old name, they may need to remove that contact from their address book to see the updated name.*
- Display name in Learning Technologies – Canvas, Big Blue Button
- Student ID card
- Clinic name tag
- Clinic schedule and online scheduling platform (Acuity)
- Student Mailbox
- Everyday communications
- General mailings
- Diplomas (Upon request. See section on Diploma Name)

Limits to Preferred Name

Individuals are free to determine the first or middle name by which they want to be known within the Daoist Traditions community. However, inappropriate use of a preferred name will result in removal of the name from that person's record.

The college reserves the right to refuse use of a preferred name in instances that include arbitrary, random, or repeated preferred name changes. The college also reserves the right to refuse use of a preferred name that is used for the purpose of avoiding legal obligations; for misrepresentation or fraud; or in any other manner that violates college policy or federal, state, or local law. In the rare circumstance when such a denial is made, a student may appeal the decision in writing using the Student Grievance procedure.

- Only the first or middle name may be designated for the preferred name; the last name must remain the same as the legal last name. Updates to the last name can only be completed through a legal name change process.
- Students may change or remove their preferred name *a maximum of once per calendar year and no more than twice during one's enrollment.*
- Preferred names should be declared at least two weeks prior to the start of each semester, whenever possible. If requested after the start of the semester, changes may not be communicated to faculty or fully updated throughout our systems for several weeks. No specific timeline will be provided.
- Preferred names may not include numbers or symbols (except apostrophes, periods or hyphens).
- Preferred names may not include those whose usage may be hurtful to others or are considered vulgar, offensive, derogatory, or obscene, including words and terms commonly perceived as slurs against individuals/groups on the basis of race, gender, ethnicity, sexual orientation, gender identity, national origin, religion, age, disability, or other protected characteristics. Names may not reference illegal activity.

Official/Legal Name

The official/legal name is usually the name given at birth and recorded on the birth certificate, driver's license, passport, Social Security card, or other official documents. To change the name on some official college records, individuals must legally change their name.

Students and employees can update their legal name in college systems by completing [Name Change Request](#) form located in Canvas. You will need to present official documentation that shows your legal name. We cannot accept any official/legal documentation via email.

- Legal name changes due to marriage - submit a copy of a marriage certificate or a signed social security card.
- Legal name changes due to divorce - submit a copy of a divorce decree stating the individual may resume the use of their maiden name or use an alternative name confirmed by the court, or a signed social security card.
- All other legal name changes - submit a signed social security card, driver's license, passport, government-issued visa, or applicable court documents.

Although the college will change a legal name in applicable databases and records once approved, a former legal name may continue to be listed as a previous identity in systems and records to ensure that any searches of a former legal name will access correct information.

Legal name will be used on official college records, including but not limited to the following:

- GradPro Student Information System (official student record) which includes grade reports, transcripts, and student account statements
- Acceptance and Enrollment documents
- Financial aid and scholarship documents
- Transfer and external credit records
- Enrollment verifications
- Student conduct records and security records
- International student reporting and visa records
- Federal and state tax forms including 1098T, W2, W4, 1099
- Student employment documents
- Legal documents and reports produced by the college
- Other records where a legal name is required by law or college policy

For employees, the legal name is used for all employment records, employment verifications, payroll records, federal and state tax documents and reports, and benefits enrollment.

Other Updates

Once a preferred name request or legal name change has been approved, you can:

- request a new Student ID card at no cost, by emailing mainoffice@daoisttraditions.edu;
- order a new clinic name tag with the associated fee, by emailing clinicaldirector@daoisttraditions.edu.

Diploma Name

The legal name on file (first name, middle name, last name) will be used for the diploma or certificate, unless a student requests to use an alteration of their name. Students are asked for their diploma name during graduation preparations in their final year. An approved diploma name

change request will be reflected in all official commencement materials. Titles or previously earned degrees are not included as part of a graduate’s name on a diploma or certificate.

Documentation is not required for name changes such as:

Change	Example
Diminutives of names	James to Jim
Truncation/initial of first or middle name	Alexander to A.
Variation in the order of names	Surname/Given name
Removal of middle names	Jane Ann Smith to Jane Smith
Use of religious names	Addition of Mohammad
Exclusion of the legal first name when the middle name is used as a primary name	
Inclusion of maternal surnames as culturally appropriate	
Use of a preferred name or nickname - <i>Preferred name used on the diploma must match a preferred name noted in the official student record (GradPro). This is necessary for future verification that may take place.</i>	

Any other variations of your name must be accompanied by acceptable documentation. Refer to section on Legal Name. Please send name change requests with documentation to registrar@daoisttraditions.edu.

Graduates can request an updated diploma with their current legal name, with appropriate documentation. The diploma will indicate that it is a reissue under the new legal name. The legal name will also be updated in the official student record. Fee for replacement diploma will apply.

Without a legal name change, the college will not issue a new diploma in a name that differs from the legal or preferred name used in the official student record during enrollment.

Note About Using a Preferred Name

Discrepancies between your diploma and other legal documents that contain your legal name may result in unforeseen complications with employment, licensure, credentialing, and other processes which require verification of student records. Before choosing to use a preferred for your diploma or other professional documents, you should consider any certification or licensing requirements that may require the use of a legal name. Examples include:

- The name used on your NCCAOM application must match the legal name on your official student record. Exam testing centers require a photo ID that matches your application.
- CCAHM Clean Needle Technique course requires that the name used on your application matches your photo ID and transcript. For graduates, these documents must also match the name used on your transcript and diploma.
- Some states and countries may require your diploma for various legal, immigration, and employment purposes.

Pronouns and Gender Identity

Daoist Traditions is committed to providing a welcoming and inclusive campus environment as a foundation for student success. Just as there are many reasons why an individual may use a name

other than their legal name, there are many reasons one might use a gender identity or pronouns that are different from their assigned gender. Students and employees have the right to discuss their pronouns, gender identity or expression openly or to keep that information private. We acknowledge that a student's or employee's shared personal pronouns should be used wherever appropriate. Respecting people's pronouns is a matter of practice and behavior change.

While we encourage those who are comfortable to share their pronouns, we recognize that not everyone may be comfortable doing so. If someone chooses to indicate their pronouns, they are simply letting others know how they can be referred to without others having to make assumptions. It's useful to share your pronouns, even if you use the pronouns socially or culturally associated with your sex/gender assigned at birth. Sharing your pronouns potentially prevents the singling out of individuals using pronouns different than expected.

The Daoist Traditions Acupuncture Clinic

At our clinic, the new patient forms provide a place for patients to indicate a preferred name. Both the official name and preferred name are included on the patient chart. Patients can also share information about the pronouns they would like to use during clinic visits. We expect our staff to address and refer to patients by their preferred name but may need to ask them to confirm their legal name at times or provide them with documents that contain their legal name.

Pronoun pins are available for students and staff who choose to wear them. If a student or staff member uses pronouns other than what is on the provided pins, they are welcome to use a sticker label. For consistency and professional appearance, only the provided pins/labels may be used. Sticker labels are also provided in the waiting room for patients who choose to wear them.

Privacy

Consistent with the Family Educational Rights and Privacy Act (FERPA), the college allows the release of directory information in certain circumstances, which would include information regarding a student's preferred name. For this reason, use of a preferred name should not be considered "private" for use by the college only.

Personal pronouns and gender identity may be shared with authorized college officials on a need-to-know basis but are *not* considered directory information and will *not* be released to unauthorized third-party contacts. Information about an individual's sex/gender status (such as the sex they were assigned at birth) can constitute confidential medical information under privacy laws like HIPAA.

