



Century College Procedure

1B1.2 Preferred Name Procedure

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Part 1. Purpose

Century College recognizes and supports the members of its community who wish to use preferred names where legally permissible. This procedure, in concert with the Minnesota State Board Procedure 1B.1.2 Preferred Name, outlines a process by which students and employees at Century may designate a preferred name to be used in the course of college business and education.

Part 2: Designating a Preferred Name

An individual shall generally be permitted to designate any preferred name, including first, middle and/or last name. Century College reserves the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.

Century College will use preferred names for e-mail address, online directory, class rosters, and other functions where technically and legally possible. Legal names shall be used by default in all cases except where specifically identified in the preferred name list. This list shall be periodically reviewed and updated as necessary to achieve the overall goal of this Procedure, which is to provide for the use of “preferred names where legally permissible.”

When employees or students are associated with more than one Minnesota State institution, the timing of the appearance of the preferred name may vary at each institution based on each institution’s available technical resources.

Part 3: Procedure for Designating a Preferred Name:

Subpart A: Employees:

1. New employees are provided the Preferred Name Form in the new hire packet completed before the hire date.
2. Current employees that want to designate a preferred name may do so at any time by completing the Preferred Name Request Form available on the Human Resources page of MyCentury under “Forms” at [Preferred Name request Form](#).

Subpart B: Students:

1. To request a preferred name, the student requestor must complete the [Preferred Name Request Form Student](#) and submit the form along with a photo ID, Records & Registration Office: 651-779-3299 or [West Campus, W2220](#)
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2. The Registrar (or designee) will approve or deny student requests. An approved request will be entered into the system and will remain in effect until the requestor asks that it be changed.
3. The requestor will be notified only if a preferred name request is denied. Notification will include the reason for the denial and be sent to the requestor within ten (10) business days of the receipt of the Student Change of Information Form.

Part 4. Preferred Name Appeal

A requestor has ten (10) business days from receipt of the denial notification to file a written appeal to the Century College Office of Equity and Inclusion, East Campus E2512.

The Office of Diversity and Inclusion will respond to the requestor with a final decision within ten (10) days of receipt of the appeal. Century College has the ultimate authority in determining the appropriateness of preferred names and decisions are final.

References: Minnesota State Board Policy: 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education; 1B.1.2 Preferred Name
Minnesota State Board Procedure 1B1.2

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