



Chosen Name and Identity Policy

About the Policy

It is the policy of West Virginia Wesleyan College that any student may select a Chosen Name in addition to their Legal Name, to be used within the College community. Students may request this option, either during the initial application process, or at any time via Self-Service or by completion of the Chosen Name & Pronoun Usage Request Form.

Any student who directs an outside agency to correspond with WVWC, bears the responsibility to clarify their name with all agencies if using a Chosen Name at WVWC.

The Chosen Name will be used for College purposes as broadly as possible on campus whenever a legal name is not required. Students who use a chosen name should always be prepared to reference their legal name for financial aid, employment, payroll, etc.

Definitions

Chosen name refers to the name that an individual wants to be known by or identifies with in the College community that is different from the individual's legal name.

Legal name refers to the name assigned to individuals on government-issued identification cards, such as a passport, U.S. Social Security card, driver's license, or birth certificate.

Sex refers to a person's legally recognized sex, which may be found on an individual's passport, driver's license, birth certificate, or U.S. Social Security card.

Gender Identity refers to one's internal knowledge of one's own gender (e.g. being a man, a woman, nonbinary, or another gender).

Chosen Name & Legal Name Usage

Chosen Name will appear in the following places:

- Class Rosters
- Grade Rosters
- Degree Audits
- Registrar internally produced reports
- Campus Directory
- Blackboard, SafeColleges, Course Evaluations, Guardian, eCampus, BobCat Connect, Compliance Assistant
- WVWC Email (upon request)
- Public Directory, unless a FERPA block has been requested
- ID Card (upon request)
- College Awards & Certificates
- Press releases/Website
- Diploma (upon request) International students should continue to use legal name on diploma since the diploma is considered a legal document internationally

The College reserves the right to refuse a chosen name. Instances that may result in this refusal include, but are not limited to – arbitrary or repeated name changes, the use of language deemed inappropriate or offensive, or names that may be used for fraudulent purposes.

When there is a Chosen Name on record, use of Legal Name is still required for certain offices that perform certain administrative processes that legally necessitate the use of Legal Name.

Legal Name will be used by the following:

- Financial Aid
- Student Accounts
- Human Resources/Payroll/Student Employment
- Office of Institutional Research
- All Immigration documentation

- Unofficial and Official Transcripts
- Responses to enrollment inquiries such as verification requests
- Athletics

Gender Identity and Pronouns

Students may also choose their pronoun and indicate their gender identity. Certain departments require sex as well as gender information for reporting reasons. If reported, pronouns are visible on course rosters and certain Colleague screen views by certain offices. Wesleyan strives to ensure that every member of our campus community is addressed in a way that acknowledges and respects the fullness of their gender identity. We encourage all students to communicate their pronouns to others, through spoken communication when meeting or greeting someone in person or virtually, or in writing, such as email signatures, business cards, resumes, or nametags.

Privacy

Under the Family Educational Rights and Privacy Act (FERPA), a student's name, including Chosen Name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure by submitting a FERPA Request to Prevent Disclosure of Directory Information form to the Office of the Registrar.

Procedures

- a. Students may identify a chosen name in addition to the legal name of record by logging in to Colleague Self-Service and accessing user profile and the link to edit personal identity. Students may enter a chosen first name and/or select a preferred pronoun. Students may also use the Chosen Name/Pronoun Usage Request Form available online under Academic Services on the College website.
- b. Students who want to change their legal name must submit official, legal name change documentation directly to the Office of the Registrar and complete the request for legal name change form available on the College website under Academic Services/Academic Services/Legal Name Change on the College website. Information on required documentation is outlined on the form.
- c. Students may change their sex designation in the College's records system by submitting legal documentation to the Office of the Registrar. Legal documentation may include a *WV driver's license, birth certificate, or passport with the person's identified sex.

*In order to update the gender marker on a WV ID, the applicant must submit a Gender Designation Form to the WV Department of Transportation.

Maintenance of, and Amendments to Policy

The Gender Issues Committee shall be responsible for the maintenance of the policy, including possible amendments.

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