

TITLE: Preferred Name Policy

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: August 5, 2024

Luzerne County Community College is committed to ensuring that all students, staff, and faculty, through an efficient process, can specify a preferred name be used in the College setting and in College information systems. The preferred first and/or middle name cannot be changed for the purpose of misrepresentation. This process includes individuals updating their name to reflect a change in their legal name (Name Change) or those wishing to have a name other than their legal name appear on College documentation (Preferred Name Change). For those completing a preferred name change form, the legal last name cannot be changed.

It is further understood that the student's preferred first and/or middle name should be used in College communications and reporting, except where the use of the legal name is necessitated by College business or legal requirement. Examples of records showing legal name include official transcripts, degree audits, commencement brochures, degree certificates, financial records, W-2 forms, enrollment data, financial aid documents, paychecks and mailing information. To change the name on official records, students, faculty, and staff must make a legal name change and then provide documentation to the College. A student's legal name will be displayed on official transcripts, enrollment verifications, diplomas, third party database systems, and all external communications. Preferred first and/or middle names will be used in the following systems and records:

- Class and Grade Roster
- Self Service
- Learning Management System (Blackboard Learn)

Incoming students may indicate a preferred name preference on their application for admission. Current students, staff, or faculty may submit a request for Name Change or Preferred Name Change using the forms available in the Admissions Office on Main Campus, with the Center Director at the Dedicated Centers, in the Diversity, Equity, and Inclusion Center on Main Campus, or on the College website. Completed forms may be returned in person, by mail if notarized, or by email originating from a College email account.