

Preferred Name Rule

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What is the Preferred Name Rule?

- The Preferred Name Rule is a strategy and set of procedures to allow students, faculty, and staff to represent their first name as they see fit.
- This will include transgender persons who use a different name, individuals who prefer to use a shortened first name (e.g. Mike instead of Michael), international students who would like to use a different name, persons who go by their middle name, and anyone else who prefers a variation of their name or commonly used nickname.
- Preferred Name options exist at over 150 schools at the moment. Our rule was developed/revised from Ohio University's policy.

How is the Preferred Name Utilized

- Preferred name will essentially be used in lieu of a individual's legal first name on unofficial documents. This will include such forms of identification as email display name, canvas, student ID's, phonebook, and on class rosters*. Only when it is time for final grades will the student's legal first name be generated for instructors to avoid confusion, disruption, and possible prejudice in the classroom.
- As is currently the case for faculty and staff, preferred name will be generated from the "Update Preferred Name" link under personal information on Banner, which is currently not turned on for students, but will become active in Fall 2016.

NMSU Respects Preferred Name and Gender

- The Preferred Name Rule is in line with our non-discrimination policy that protects gender, gender identity, and sexuality. It was developed with the assistance of our Office of Institutional Equity and reflects national court judgments and interpretations of title IX.
- The Preferred Name Rule was established to promote the comfort and autonomy of all campus community members in their self representation.
- The Preferred Name Rule also includes a note on Gender Identity, stating that preferred pronouns will be respected among the campus community*. This refers exclusively to interpersonal use, as there currently exists no preferred gender options in banner.

What Does This Mean to You?

- If students, faculty, or staff offer a preferred name, this will be the name that you exclusively use for them, unless stated otherwise.
- If students, faculty, or staff offer a preferred gender or pronouns, these will be the exclusive pronouns you use for that person. For this reason, and based off the policy cited earlier, pronouns should be avoided altogether, unless offered to you by the individual. An individual's name can always be used as a pronoun.
- If you believe a campus community member has represented themselves through Banner with a preferred name that is derogatory or offensive, please report this to the Associate Vice President and Deputy Provost, Greg Fant, at gfant@nmsu.edu .