

Loyola University Chicago
Preferred Name Policy
Last updated 7/26/2019

I. Purpose and Scope

Loyola University Chicago is committed to creating an inclusive environment for all. We recognize that faculty, staff, and students may use names other than their legal names to identify themselves. Except when an individual's legal name is required by law, policy, or business needs, current employees and current students may choose to be identified in some university systems by the preferred name that they have designated in accordance with this policy.

II. Definitions

Preferred name – An alternative to the individual's legal first, middle, and/or last name.

Legal name – A person's legal first, middle, and last name as it appears on official governmental documents such as licenses, passports, social security cards, birth certificates and tax forms.

Primary name – A person's legal name presumed in LOCUS/LAWSON and other systems.

III. Policy

Many members of the Loyola community use a name that differs from their legal/primary name. Allowable name formats might include (but are not limited to):

- A shortened derivative of a name (e.g., "Sue" for "Susan")
- A middle name instead of a first name
- A different last name
- Initials (e.g., "A.J.")
- A name that is chosen to represent the individual's identity (e.g., "Peter" instead of "Xingyu")
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing

Loyola University will not accept a preferred name that is vulgar, offensive, or obscene, creates confusion of the individual with another individual, is an attempt to avoid a legal obligation, or otherwise constitutes a misuse or abuse of this policy. Name changes are subject to review at any point in time by the Name Change Review Board (NCRB). The NCRB consists of the Dean of Students, Executive Director for Diversity and Inclusion and Assistant Provost for Diversity or their designees.

Preferred names will be used where reasonably possible in the course of University business and education. Name changes on the Campus Card will require the posted replacement fee. Some examples of where preferred names may be used include but are not limited to:

- Rambler ID Card
- Faculty and Staff Directory
- Class and Grade Rosters

For a complete list of places where the preferred name will appear, visit:

<https://www.luc.edu/regrec/preferred-name-FAQ.shtml>

NOTE: Designating a name on a diploma is separate from this policy. To learn more about designating a name for your diploma, visit the Registrations and Records site at: https://www.luc.edu/regrec/graduation_diplomas.shtml

Examples of where the preferred name will not be used and where the legal/primary name will appear include but are not limited to:

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| • Financial Aid Documents | • Immigration Documents |
| • Employment Forms | • Enrollment Verification |
| • Paychecks and Payroll Records | • Legally Binding Contracts |
| • Tax Forms (W2/1095C/1098T/1099) | • Medical Documents / Health Records |
| • Billing & Financial Statements | |
| • University Transcripts (Official and Unofficial) | |

IV. Procedure to Submit a Preferred Name

To submit a preferred name, visit LOCUS:

<https://locus.luc.edu/psp/pa91prd/?cmd=login/&languageCd=ENG&>. Name change submissions are subject to review. Please see section III above for a list of acceptable preferred name formats.

V. Non-discrimination Policy

Loyola University Chicago does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, or in any aspects of its employment of faculty and staff.

To review the full policy, visit the following: <https://www.luc.edu/nondiscrimination.shtml>

VI. Privacy Considerations

Faculty, Staff and Students

Loyola is dedicated to promoting privacy awareness and compliance. To view the privacy policy pertaining to all persons accessing Loyola University Chicago computing resources, visit the following: <https://www.luc.edu/its/aboutits/itspoliciesguidelines/privacypolicy/>

Students

Consistent with the Family Educational Rights and Privacy Act (FERPA), Loyola University allows for the release of Directory Information which includes but is not limited to name (legal/primary and preferred), mailing and email addresses, phone numbers, dates of attendance, major, enrollment status, degrees awarded, honors received, participation in University activities, and height and weight of athletic team members. Students who wish to have their directory information BLOCKED from being released can update their privacy settings in LOCUS. For more information on FERPA, visit:

<https://www.luc.edu/regrec/ferpa.shtml>

VII. Legal Name Change

A guide to procedures for changing your name in Illinois can be found at the following: <http://www.cookcountycourt.org/ABOUTTHECOURT/CountyDepartment/CountyDivision/ChangeofNameProceedings.aspx>

VIII. Resources

Faculty and Staff

- **Human Resources**

Granada Center, Suite 270

Phone: 773.508.3140

Email: hr-lsc@luc.edu

Lewis Towers, Suite 820

Phone: 312.915.6175

Email: HR-WTC@Luc.edu

Stritch School of Medicine, Suite 180 ****by appointment only****

Phone: 708-216-8370

Email: hr-lsc@luc.edu

- **Office of Diversity and Inclusion**
Lewis Tower 820
Phone: 312.915.6175
Email: diversityandinclusion@luc.edu
- **Employee Assistance Program**
Phone: 800.456.6327
Web: <https://www.luc.edu/hr/eap.shtml>

Students

- **Wellness Center**
Granada Center
6439 N. Sheridan Rd., Suite 310
Phone: 773.508.2530

Terry Student Center
26 E. Pearson, Suite 250
Phone: 312.915.6360
- **The Office of the Dean of Students**
Damen Student Center, Suite 300
Phone: 773.508.8840
Email: diversity@luc.edu
- **Student Diversity and Multicultural Affairs**
Damen Student Center, Suite 116
Phone: 773.508.3909
Email: diversity@luc.edu