

## Preferred First Name Frequently Asked Questions (FAQs)

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IUP recognizes that many individuals prefer to use names other than their legal names to identify themselves. As long as the use of this preferred first name is not for the purpose of misrepresentation, the university acknowledges that a preferred first name can be used **where possible** in the course of university business.

### PLEASE REFER TO THE PREFERRED FIRST NAME POLICY WEBPAGE:

<https://www.iup.edu/socialiquity/preferred-first-name-policy/>

### FAQ's:

- Can any member of the Indiana University of Pennsylvania (IUP) community designate a preferred first name?
  - ✓ Yes! Any student, employee, or alumni may choose to set a preferred first name.
- How do I request a preferred first name?
  - ✓ **Students** must complete the online form, available on the above referenced webpage.
  - ✓ **Employees** must contact Lindsey McNickle in the Office of Human Resources, 724-357-2059, or [Lindsey.McNickle@iup.edu](mailto:Lindsey.McNickle@iup.edu).
  - ✓ **Alumni** must contact the Division of University Advancement and can access the form on the Office of Alumni Relations website: <https://www.iup.edu/alumni/>
- May I set my preferred first name to whatever I want?
  - ✓ Yes, however, the University reserves the right to deny any request that it deems inappropriate including, but not limited to, avoiding a legal obligation, fraud, obscene language, or misrepresentation.
- How many times may I change my preferred first name?
  - ✓ You may change your preferred first name once. There is no appeal and no exceptions.
- May I use my preferred first name for everything at IUP?
  - ✓ Your preferred first name will be used **as outline in the Preferred First Name Policy**.
  - ✓ Your legal name will remain on your academic/enrollment record, transcript, and financial/payroll record (and other places where your legal name is required to be used by the University).
- How can I get my preferred first name on my I-Card?
  - ✓ Within 10 business days, you will be notified by the appropriate office that your preferred first name request has been processed. You can then contact the I-Card office in the Hadley Union Building: <https://www.iup.edu/icard/>
  - ✓ The applicant's existing I-card must be returned to the I-Card office. A one-time waiver of the replacement fee will be allowed as part of the preferred name change process. The fee waiver does not apply to the replacement of lost I-Cards.

- Which name will the University use in news releases, official social media and the University’s website?
  - ✓ Your preferred first name, as you list on your hometown information form, will be used to share information about your activities, awards, or accomplishments. If you have questions, please contact the Division of Marketing and Communications: <https://www.iup.edu/marcom/>
  
- Will my preferred first name be announced at Commencement?
  - ✓ Yes! Your preferred first name may be announced.
  
- May I have my preferred first name printed on my diploma?
  - ✓ Yes! You should contact the Office of the Registrar if you do not want to have your preferred first name printed: <https://www.iup.edu/registrar/>
  
- Who will have access to my legal name once my preferred first name is changed?
  - ✓ Administrative staff and Public Safety employees will have access to both your legal and preferred first name.
  
- How do I change my legal name on my IUP record?
  - ✓ A legal name change is a process involving completing paperwork, filing a petition, submitting fingerprints, and publishing notice of your intention to change your name in two newspapers in general circulation in the county where you live.
    - Students should utilize the “Name Change Correction” form on the Office of the Registrar website: <https://www.iup.edu/registrar/forms/>.
    - All employees, including student employees, should contact the Payroll Office.
  
- What do I do if my preferred first name request is denied?
  - ✓ Anyone who feels their preferred first name request was denied inappropriately may file an appeal with the Social Equity and Title IX Office: <https://www.iup.edu/socialequity/>
  
- How do I use my preferred first name in email?
  - ✓ **Microsoft has directed us that users can use the following link to update Office 365:** <https://admin.exchange.microsoft.com>
    - It is a single sign-on page, so the individual would log in like they do for MyIUP. If they are already logged into MyIUP or other single sign-on service, this link will log them in.
    - At the bottom of the screen, click on Edit Information. When the Account Information dialog box comes up, click on the General link. An individual can then change their display name. When done, they would click Save on the bottom right of the dialog box.
    - Please allow up to an hour or two for the change to sync up across all the servers.

**For further information regarding form submission and processing**, please contact Elise Glenn, Office of Social Equity and Title IX, at [eglenn@iup.edu](mailto:eglenn@iup.edu).

Students can also contact the Office of the Registrar at 724-357-2217 or <https://www.iup.edu/registrar/>

Faculty are encouraged to read and follow the “[Procedures for Viewing a Class Roster](#)” (pdf) found on the Preferred First Name Policy webpage.