

**3341-2-48 Chosen Name Policy.**

Applicability	All University units
Responsible Office	Office of Registration and Records
Responsible Administrator	Registrar

**(A) Policy Statement and Purpose**

The purpose of this policy is to enable students, faculty, and staff to use a chosen name within specific university systems and processes. This policy is intended to cover the subset of individuals who have not yet or do not wish to legally change their name, therefore, utilization of this policy does not constitute a pledge on the part of the student or faculty or staff member to legally change their name.

**(B) Policy**

Students, faculty, and staff may select a chosen name other than their legal name to be used on certain university documents (specifically class rosters, BG1 Cards, and diplomas). Chosen name here refers to a first name which is different than the legal first name.

- (1) Students, faculty, and staff may designate a chosen name, and may elect to revert to their legal name, at any time.
- (2) The documents will incorporate a chosen name indicator to signal that the first name displayed is not the same as the legal first name.
- (3) There may be a fee waiver for the replacement of the BG1 Card as determined by the University for good cause shown.
- (4) The use of the chosen name for purposes of misrepresentation or other inappropriate purposes will be cause for removal of the chosen name and reversion to the legal name.

- (5) The chosen name cannot appear on any university legal documents such as official transcripts and/or admission, employment, financial aid, medical, disciplinary, or law enforcement records.
- (6) Listing a chosen name on identification will constitute an alias and therefore may need to be disclosed when undergoing a background check. BGSU will disclose the chosen name in compliance with any lawful request.

(C) Process

Students wishing to enter a chosen name will do so with the Registrar. Faculty and staff wishing to enter a chosen name will do so with Human Resources. A chosen name may be denied for the following reasons (list not exhaustive):

- (1) If the name may be used to avoid a legal obligation.
- (2) If the name may misappropriate the identity of someone else or involve other fraud or misrepresentation.

(D) Caution Regarding Use of the BG1 Card

Students, faculty, and staff should be aware that a BG1 Card with a chosen name on it which is not also the card holder's legal name is a valid form of legal picture ID when one's legal name appears on the back of the card. Without one's legal name printed on the back of the card, representing it as legal ID to an office or law enforcement official would be to misrepresent one's legal identity.

(E) Additional Information

For additional information, please visit [www.bgsu.edu/diversity](http://www.bgsu.edu/diversity) and [www.bgsu.edu/lgbtq](http://www.bgsu.edu/lgbtq).

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: May 30, 2021

