

Subject: Chosen Name Policy

Board Policy Reference: FJ (LOCAL) Student Records

In an understanding that students may use names other than their legal names to identify themselves, Temple College permits the use of a Nickname or Chosen First Name in lieu of a legal first name with certain conditions:

A person may choose to be known by a shortened first name or middle name ("Nickname"); alternatively, a person may choose to be known by an entirely different first name ("Chosen Name");

The College reserves the right to reject a Nickname or Chosen Name that is derogatory, vulgar, one of repeated requests, or serves fraudulent purposes; The use of the Nickname or Chosen Name is limited to email aliases, learning management systems, class rosters, and diplomas;

Due to state and federal reporting and regulations, Nickname or Chosen Name shall not be used on official transcripts, financial aid records, enrollment verifications, billing records, medical records, benefits forms and records, federal immigration documents, non-resident visas, tax records, employment records, and student loan documents;

The appropriate form must be filed with Admissions and Records;
The implementation of the Nickname or Chosen Name across the permitted systems may take 5-10 business days from the submission of the form to Admissions and Records.

This regulation does not preclude a Faculty or Staff member from addressing students by their last names.