

# Camden County College

## *Board of Trustees Policy*

<b>Subject:</b>  <b>Preferred First Name</b>	<b>Number:</b> 631	<b>Page</b> 1	<b>Of</b> 2
	<b>Date:</b> April 2, 2024		
	<b>Supersedes:</b> NA		
	<b>Last Reviewed:</b> April 2, 2024		

### **Purpose**

To recognize that many people use a first name different than their legal name to identify themselves, Camden County College establishes this policy to allow students and employees to indicate their preferred first name to the College community.

### **Scope**

This policy applies to all students and employees of Camden County College. Preferred names will need to be approved by the College and processed through our Records and Registration or Human Resources departments.

A request for a preferred name change will constitute an alias. Be aware that it may be required to disclose, in some circumstances including but not limited to background checks and other legal processes. This responsibility may be life long and may cover each preferred name used even if later changed or discontinued. The college will disclose and/or confirm the preferred name used by the individual with any lawful request for this information, and/or upon request by the individual.

A CCC student, faculty or staff ID card with a preferred name imprinted on it may be used as a valid identification within the College. However, a CCC student, faculty or staff's ID card with a preferred name imprinted on it may not be used as an alternative to a legal ID.

### **Authority**

At the direction of the President, it is the responsibility of the Executive Dean, Student Affairs to enforce this policy for the students and the Executive Director, Human Resources to enforce this policy for the employees.

1. Upon receipt of a Preferred Name Identification Form, Camden County College will make every effort to display and include the preferred first name where possible and appropriate as well as make a good faith effort to update our systems accordingly.
2. The Preferred Name Identification Form will be collected by the Records and Registration office for students and Human Resources for employees. Approval will be by a designee of the Executive Dean of Student Affairs for students and the Executive Director of Human Resources for employees.
3. Limitations: There will be instances where the legal name will still be used. This includes but is not limited to any legal college documents such as official transcripts, records from the registrar, grading, government/state documents, financial records,

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payroll, and federal and state aid documents.

4. Camden County College will use the indicated preferred first name on certain college documents that are NOT legal documents such as those listed above.
5. Camden County College reserves the right to deny or remove a preferred name without notice for the reasons indicated below.
  - used to misrepresent a person’s identity
  - used to misappropriate the identify of another person or organization
  - as an attempt to avoid a legal obligation
  - as something that may be harmful to the reputation or interests of the college
  - any derogatory, obscene, offensive or otherwise inappropriate message If a preferred name is denied, the person will be notified with the reason(s) for denial along with an opportunity and instructions to appeal.
6. Using a preferred first name does not change the legal name in the Camden County College system nor will it be reflected in the student email address.