

The University of Missouri
Office of the University Registrar
Preferred Name Policy

I. POLICY

It is the policy of the University of Missouri that any student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name.

As long as the use of the preferred first and/or middle name is not for an inappropriate purpose (explained in greater detail below), it will appear instead of the person's legal name in university-related systems and documents except where the use of the legal name is required by university business or legal need, and where it is technically feasible.

II. PREFERRED NAME

A student's preferred first and middle name will be used in lieu of a student's legal name in all instances when it is unnecessary for the legal name to be used. Specifically, it will be used across University systems where available and technically feasible. Students are expected to facilitate the use of preferred name by updating the student information system (myZou).

The University acknowledges that a preferred name can and should be used wherever possible in the course of University business and education. An individual should only have to make a single request to update their preferred name across all University systems to the extent technically possible.

Students and alumni should be aware that some systems do not receive regular updating from the main student information system and therefore may not be updated. Students or alumni who encounter such systems should bring this to the attention of the University Registrar who will work with the appropriate entities to bring the system into compliance with the policy.

The University of Missouri reserves the right to deny or remove any preferred name for misuse, including but not limited to misrepresentation, attempting to avoid legal obligation, or the use of derogatory names, with or without notice in accordance with University Collected Rules and Regulations:

https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct

Instances in which preferred name will be used include, but are not limited to:

- a) Class rosters
- b) Residence hall rosters
- c) University identification cards

- d) Transcripts (if requested in myZou)
- e) Diplomas (if requested in myZou)
- f) Wherever it is not necessary for the legal name to be used

III. LEGAL NAME

Students are required to verify their legal names prior to enrollment. After enrollment, students may process official legal name changes or corrections. A change of legal name requires an official document or court order verifying the correct information at the time the request is made. Information about changing a legal name in Missouri may be found at: <http://mmls.org/forms-info/172-2/>

Instances in which legal name will be used include, but are not limited to:

- a) Reporting to state or federal agencies
- b) Transcripts (unless the student has requested a preferred name in myZou)
- c) Diplomas (unless the student has requested a preferred name in myZou)
- d) Payroll documents
- e) Financial aid documents and processes
- f) Enrollment and degree verification processes
- g) Other records where the student's legal name is required by law or University policy
- h) Official lists of students made available to the public
- i) Communications with the "Family of _____",

IV. FERPA

Under the Family Rights and Privacy Act, a student's name, including preferred name, may be disclosed to the public as "directory information" unless the student opts not to permit such disclosure. To revoke the disclosure of directory information, a student has the option of requesting privacy through the student information system myZou. For more information, go to: <http://registrar.missouri.edu/policies-procedures/ferpa.php>

V. RESPONSIBLE ADMINISTRATORS

The University Registrar will work with the Vice Chancellor for Student Affairs, Vice Provost for Undergraduate Studies, Associate Vice Chancellor for Graduate Studies, Vice Chancellor for Diversity and Inclusion, the Title IX Administrator, the LGBTQ Resource Center, and the Vice Provost for Enrollment Management or their designees to review this policy every five years for updating and implementation.ⁱ

ⁱEffective fall 2016. This administrative policy was created in concert with the offices of the Provost, Vice Chancellor for Student Affairs, Vice Provost for Undergraduate Studies, Associate Vice Chancellor for Graduate Studies, Vice Chancellor for Diversity and Inclusion, Office for Civil Rights and Title IX, the LGBTQ Resource Center, and the Vice Provost for Enrollment Management.