



## Manual of Policies and Procedures

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### PURPOSE

It is the purpose of this Policy that any student, faculty, or staff in the Vermont State Colleges System may choose to be identified within the VSCS community with a chosen first (or given) name that may differ from the individual’s legal name.

### SCOPE

This policy applies to all VSCS students, faculty, and staff. A VSCS community member’s use of a chosen first name will be recognized and applied across as many VSCS systems as practicable, wherever an individual’s legal name is not required by law or VSCS business process, and as long as it is not used for the purposes of misrepresentation or fraud, as determined by the VSCS.

### STATEMENT OF POLICY

The mission of the VSCS is to provide affordable, high-quality, student-centered, accessible education for the benefit of Vermont. The VSCS is committed to an environment that is inclusive and that encourages self-expression. The VSCS recognizes that faculty, staff and students may use first names other than their legal name to identify themselves (Chosen Name). These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames, people who use an anglicized name, or people who use a name that affirms their gender identity.

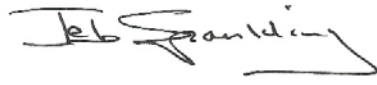
### IMPLEMENTATION

Students who would like to use a Chosen Name should initiate this process through the registrar’s office at their home campus, and employees through their human resources director.

A person’s Chosen Name will appear instead of, or in addition to, the person’s legal first name in VSCS-related systems and documents where it is technically feasible and where the use of the legal first name is not required or necessary by VSCS business processes or any legal need, such as payroll records, financial aid records, or student transcripts.

Individuals should give serious consideration to the request to use a Chosen Name, as this choice will be reflected on a number of internal and external VSCS systems such as the Portal, web services, learning management system, email. Inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request and possibly grounds for further discipline. The VSCS reserves the right to deny or revoke a Chosen Name if the VSCS determines the name or request was used inappropriately or for inappropriate reasons.

Under VSCS Policy 312: *Compliance with the Family Educational Rights and Privacy Act (FERPA)*, both Chosen Names and legal names are identified, along with other items, as directory information and may be disclosed to the public without the student’s consent unless the student opts not to permit the disclosure of directory information.

Signed by:  
  
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Jeb Spaulding, Chancellor

Date	Version	Revision	Approved By
6/20/2019	1.0	Adopted	VSCS Board of Trustees