

### PREFERRED NAME PROCEDURE

#### A. Purpose

1. Minnesota State Colleges and Universities (MnSCU) and Winona State University (WSU) recognize and support the members of its community who wish to use preferred names where legally permissible. This procedure outlines a process by which individuals in the system may designate a preferred name to be used in the course of system business and education. Please refer to MnSCU Procedure [1B.1.2 Preferred Name](#) for additional information.
2. Your preferred name will appear where legal name is not required. WSU will use preferred names where technically and legally possible: *email account, on-line directory, diploma, class rosters, honor program lists, D2L homepage, commencement programs, advisee lists, ID card, and alumni records. This list is subject to change.*
3. Students/employees are not obligated to select a preferred name.

#### B. Requesting Process

1. To request a preferred name, complete the Preferred Name Request Form found on both the [Warrior Hub](#) and [Human Resources](#) websites.
  - a. Students will return the form to the WSU Warrior Hub (Maxwell 120) or the Student and Campus Services area (SS 128).
  - b. Employees will return the form to the WSU Human Resources Office (Somsen 114).  
*REMINDER: a photo ID is required when submitting the form*
2. The Registrar or Human Resources Director will approve or deny the request. An approved request will be entered into the system. In the event a request is denied, a notice will be sent to the requestor.

MnSCU and WSU reserve the right to deny an inappropriate preferred name including, but not limited to, those that: avoid legal obligations, misrepresent, or violate other system policies, contain inappropriate or offensive language, or is being used for misrepresentation, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.

#### C. Appeal Process

1. Requestor will be notified *only* if a Preferred Name is denied. Notification will include the reason for the denial and be sent to the employee/student within ten (10) business days of the receipt of the Preferred Name Request Form.
2. The student/employee then has ten (10) business days from receipt of the denial to file a written appeal.
3. WSU will respond to the student/employee with a final decision within ten (10) days of receipt of the appeal.
4. WSU has the ultimate authority in determining the appropriateness of preferred names for WSU students/employees and decisions are final.

**D. Additional Information**

1. A student's Preferred Name Request form will be retained according to the WSU retention schedule.
2. An employee's Preferred Name Request form will be retained as part of the personnel file for (4) four years after separation date.
3. A Preferred Name will remain in effect until the requestor asks that it be changed.
4. For those students and employees who request a Preferred Name and are associated with more than one MnSCU institution, please note that the timing of the appearance of your Preferred Name may vary at each institution based on each institution's available technical resources.

Questions regarding the Preferred Name Process should be directed to the appropriate office:

Employees:

**Human Resources**

Somsen 114

507.457.5005

[humanresources@winona.edu](mailto:humanresources@winona.edu)

Students:

**Warrior Hub**

Maxwell 120

507.457.2800

[warriorhub@winona.edu](mailto:warriorhub@winona.edu)