University Policy

G2.1  
Preferred First Name  
Effective Date: 09/01/2015

POLICY STATEMENT

Northeastern recognizes that as a community many of its members use names other than their legal first names to identify themselves. The University acknowledges that a "preferred first name" can and should be used wherever possible in the course of University business and education. All students, faculty, staff, or alumni may choose to identify themselves within the University’s information systems with a preferred first name in addition to the person’s legal first name.

Individuals are free to determine the preferred first name they want to be known by in the University’s information systems. However, inappropriate use of the preferred first name policy (including but not limited to avoiding a legal obligation) may be cause for denying the request.

PURPOSE OF THE POLICY

To allow students, employees, and alumni to declare a preferred first name.

WHO IS AFFECTED BY THIS POLICY

All students, employees, and alumni.

PROCEDURES

Prospective students and employees may provide a preferred first name on the admissions application or employment application.

Current students who are not also currently employed by Northeastern may declare a preferred first name in Enrollment Management Services.

Current employees, including students who are currently employed by Northeastern, may declare a preferred first name in Human Resources.

Alumni who are not current students or employees may declare a preferred first name in the Office of Alumni Relations.

GUIDELINES

Listed below are the places where preferred first name and legal first name will appear:

Places Where Preferred First Name is Used
- NEIUport
- Class rosters
- Unofficial transcripts
- NEIU email (Nmail)
- ID cards
- U-Pass
- Degree audit reports

- Advisee lists
- Library Account
- Diplomas
- NEIU telephone directory
- Employee Training, Years of Service, and Excellence Certificates
Places Where Legal First Name is Used

- Official transcripts
- Financial aid
- Student accounts and billing notices
- 1098-T, 1099, and W-2 tax forms
- Applications for employment and civil service testing materials
- Employment, payroll records and benefits documents
- Responses to enrollment and degree verification requests
- Student health records
- College of Education teacher licensure records
- Requisitions, direct payment vouchers, and travel documents

Note: Neither list should be considered exhaustive. The University reserves the right to make changes to these lists, as appropriate.

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

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<thead>
<tr>
<th>Contacts</th>
<th>Phone</th>
<th>E-Mail</th>
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</thead>
<tbody>
<tr>
<td>University Registrar</td>
<td>(773) 442-4029</td>
<td><a href="mailto:registrar@neiu.edu">registrar@neiu.edu</a></td>
</tr>
<tr>
<td>Director, Human Resources Payroll,</td>
<td>(773) 442-5216</td>
<td><a href="mailto:payrollfeedback@neiu.edu">payrollfeedback@neiu.edu</a></td>
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<tr>
<td>Reporting and Records</td>
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DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.