

Volume G2: General Administrative	G2.1 Chosen First Name Effective Date: 09/01/2015 Last Revised: 11/04/2020 Date of Next Review: 11/01/2025	Responsible Office: Academic Affairs
		Responsible Officer: Provost and Vice President for Academic Affairs

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 “chosen 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 chosen first name in addition to the person’s legal first name.

Individuals are free to determine the chosen first name they want to be known by in most of the University’s information systems. However, inappropriate use of the chosen 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 chosen first name.

WHO IS AFFECTED BY THIS POLICY

All students, employees, and alumni.

PROCEDURES

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

Current students who are not also currently employed by Northeastern may declare a chosen first name in the Registrar’s Office in Enrollment Services.

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

Alumni who are not current students or employees may declare a chosen first name in the Registrar’s Office in Enrollment Services.

GUIDELINES

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

Places Where Chosen First Name is Used

- Class rosters
- NEIU email (Nmail)
- ID cards
- U-Pass
- Advisee lists
- Library Account
- Diplomas and certificates
- NEIU telephone directory
- Employee Training, Years of Service, and Excellence Certificates



Places Where Legal First Name is Used

- NEIUport
- Official and unofficial 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
- Internal Review Board (IRB) documents
- Responses to enrollment and degree verification requests
- Student health records
- Goodwin College of Education teacher licensure records
- Requisitions, direct payment vouchers, and travel document

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

HISTORY

09/01/2015 – Policy enacted
 11/04/2020 – Policy Revised: changed “preferred” to “chosen”; further clarified where chosen and legal names are used

AUTHOR REFERENCE

University of Michigan-Ann Arbor Preferred First Name Policy
 University of Vermont Preferred Name and Pronoun Policy

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contacts	Phone	E-Mail
Registrar's Office	(773) 442-4029	registrar@neiu.edu
Human Resources	(773) 442-5195	payrollfeedback@neiu.edu

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.