



ROLLINS COLLEGE POLICY

Title: Preferred First and Last Name	Type	KI Key Institutional
No: KI 1041	Approval Date: 6-1-2026	
Responsible Offices: Institutional Research and Analytics, Registrar, and Human Resources	Reviewed By: Data Governance Committee, 5-18-2026; College Policy Committee, 5-20-2026; President’s Cabinet, 6-1-2026; Approved By: President, 6-1-2026	
Next Review: 2030-2031	Revision No: Initial Approval; See Section VII for revisioning history.	

I. Purpose/Introduction/Rationale

To foster an environment that is inclusive and supportive of self-expression, Rollins College allows all community members to specify and use a preferred first name, and in more limited cases, a preferred last name. The College will strive to use preferred names where possible, but the legal first and last name will continue to be used in business and other processes that require the use of a legal name. This policy covers all students and employees in all divisions and schools of the College – the College of Liberal Arts, Hamilton Holt School, and Crummer Graduate School of Business.

II. Definitions

Last Name. A community member’s last name/surname/family name as recorded legally on relevant government-issued identification (e.g., passport, birth certificate). The College will always record a last name for community members.

First Name. A community member’s first name/given name as recorded legally on relevant government-issued identification (e.g., passport, birth certificate). The College will always record a first name for community members.

Preferred First Name. The first name that a community member prefers for general use on campus. The selection of a preferred first name is optional.

Preferred Last Name. An abbreviated version of the legal last name, or a prior legal last name (e.g., prior to marriage), that a community member prefers for general use on campus. The selection of a preferred first name is optional.

III. Procedure or Application

- A. Allowable cases for preferred first name.** The College allows any community member to specify and use a Preferred First Name. The College will not accept a preferred first name that is vulgar or offensive, obscene, fanciful, or creates confusion of the individual with another person.
- B. Procedure for electing a preferred first name.** Students can submit a preferred first name using the Student and Family Data Form. Employees can submit a preferred first name using the Employee Self-Service form. All preferred first names will be reviewed periodically to ensure that they meet the standards of Section III.A., above.
- C. Allowable cases for preferred last name.** The College allows a community member to specify and use a preferred last name in more limited circumstances. International students or employees may specify an abbreviated version of their legal last name for use on campus, and community members who prefer to continue using a prior legal last name after a name change (e.g., marriage) may do so as preferred last name.
- D. Procedure for electing a preferred last name.** Students can submit requests for a preferred last name to the Registrar’s Office; employees may do so by contacting Human Resources Office. The Registrar’s Office and Human Resources will confirm eligibility and appropriateness of the request and the preferred last name.
- E. Use of Preferred Name.** The preferred first and last name can be used in campus systems where legal name is not required, for example: email addresses, class rosters, and learning management system. Examples of systems and documentation that require the use of legal first and last name include, but are not limited to, financial aid documents, medical records, tax forms, non-resident visas, official transcripts, enrollment and degree verifications, and paychecks. The Rollins College ID card is not a legal form of identification and may display the preferred name. Individuals should be prepared to provide government-issued identification that reflects the legal first and last name for processes that require legal identification.

IV. Related Policies or Applicable Publications

[KI 1037 Student Privacy in Blended and Distance Education](#)

V. Appendices/Supplemental Materials

Not applicable.

VI. Effective Date

This policy is effective June 1, 2026, and supersedes all versions issued previously.

VII. Revisioning History

Original Approval: 6-1-2026