ROLLINS COLLEGE POLICY

Title: Preferred First and Last Name	Type	KI Key Institutional
No: KI 1041	Approval Date: 11-3-2026	
Responsible Offices: Institutional Research and Analytics, Registrar, Human Resources, and Information Technology	Reviewed By: Data Governance Committee, 10-14-2026; College Policy Committee, 11-2-2026; VPAA|Provost, 11-3-2026; VP Business|Finance and Treasurer, 11-3-2026 Notification to: President's Cabinet and President, 11-3-2026	
Next Review: 2030-2031	Revision No. 1: See Section VIII for revisioning history.	

I. Purpose

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 the College of Liberal Arts, Hamilton Holt School, and the 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 last name is optional.

III. Governance and Administration

A. 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 display name(s), class rosters, and learning management system. In limited circumstances, a FoxID and email address may be changed for use of a preferred last name. 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.

B. 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.

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.

See Appendix I: *Procedures for KI 1041 Preferred First and Last Name* for request procedures.

IV. Appendices

Appendix I: *Procedures for KI 1041 Preferred First and Last Name*.

V. Supplemental Materials/References

N/A

VI. Related College Policies or References

KI 1037 *Student Privacy in Blended and Distance Education*

VII. Effective Date

This policy is effective November 3, 2026, and supersedes all versions issued previously.

VIII. Revisioning History

Rev. 1: 11-3-2026, non-substantive changes in Section III.A. to clarify email address, email display name, and changes to FoxID for preferred last name, and structural reorganization to separate policy from procedure.

Original Approval: 6-1-2026, 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

Appendix I: Procedures for KI 1041 *Preferred First and Last Name*

Effective Date: XXXXXXXX XX, 2026, and supersedes all versions issued previously.

A. 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., above.

B. 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.