

PREFERRED NAME POLICY

CALIFORNIA STATE UNIVERSITY, LOS ANGELES RECOGNIZES THAT SOME STUDENTS MAY PREFER TO USE A FIRST NAME OTHER THAN THEIR LEGAL NAME TO IDENTIFY THEMSELVES. THE UNIVERSITY ACKNOWLEDGES THAT A “PREFERRED NAME” CAN AND SHOULD BE USED WHERE POSSIBLE IN THE COURSE OF UNIVERSITY BUSINESS AND EDUCATION.

STUDENTS WHO WOULD LIKE TO USE A PREFERRED NAME MUST FORMALLY MAKE A REQUEST. IF APPROVED, THE STUDENT’S PREFERRED NAME WILL BE USED IN THE UNIVERSITY DIRECTORY, IN CAMPUS COMMUNICATIONS, ON CLASS ROSTERS, ON THE STUDENT’S GOLDEN EAGLE ONE CARD, AND IN REPORTING, EXCEPT WHERE THE USE OF THE LEGAL NAME IS REQUIRED. FOR EXAMPLE, SOME RECORDS, SUCH AS PAYCHECKS, LEGAL DOCUMENTS, AND TRANSCRIPTS, REQUIRE USE OF A LEGAL NAME; IN SUCH CIRCUMSTANCES, THE UNIVERSITY WILL NOT BE ABLE TO USE THE PREFERRED NAME. HOWEVER, WHENEVER REASONABLY POSSIBLE, THE PREFERRED NAME WILL BE USED.

INAPPROPRIATE USE OF THE PREFERRED NAME, INCLUDING BUT NOT LIMITED TO MISREPRESENTATION OR ATTEMPTING TO AVOID A LEGAL OBLIGATION, MAY BE CAUSE FOR DENYING THE REQUEST.

Preferred Name Policy

California State University, Los Angeles recognizes that some students may prefer to use a first name other than their legal name to identify themselves. The university acknowledges that a “preferred name” can and should be used where possible in the course of university business and education.

Students who would like to use a preferred name must formally make a request. If approved, the student’s preferred name will be used in the university directory, in campus communications, on class rosters, on the student’s Golden Eagle One Card, and in reporting, except where the use of the legal name is required. For example, some records, such as paychecks, legal documents, and transcripts, require use of a legal name; in such circumstances, the university will not be able to use the preferred name. However, whenever reasonably possible, the preferred name will be used.

Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.