

General Information**Lived First Name Policy****Category****Responsible Department**
OJEI**Responsible Officer**
Precious Porras**Effective Date**
8-12-22**Last Reviewed**
VP OJEI Updated the policy to the new format**Date**
11-06-25**Last Revised**
VP OJEI Updated the policy to the new format**Date**
11-06-25**Approval Process**

Cabinet Approved

Date
August 2022**Date****Date****I. Scope**

The following categories of the University community should be familiar with this policy:

- ☒ Entire University Community
☐ Faculty
☐ Staff

- ☐ Student Employees
☐ Contractors
☐ Guests

II. Policy Summary

This policy supports individual identity, particularly gender identity, and promotes respect within the university community. Lived first names will be displayed in systems such as ID cards, email display names, class rosters, diplomas, and more, while legal names will still be required for official records like financial aid, transcripts, and payroll. In addition to “lived first names”, this policy also encourages the community to show the same respect when referring to someone by their honorific, pronoun, or title.

Requests for lived first names are processed within 72 hours and must comply with university guidelines, including avoiding misrepresentation and adhering to harassment and discrimination policies. Legal name changes require official documentation submission. Feedback and concerns can be directed to the Vice President for Justice, Equity.

III. Policy History

Beginning in the Spring of 2022, Information Technology began to work closely with the Office for Justice, Equity, and Inclusion in order to build the infrastructure for Lived First Names, Pronouns, and Diacritical Markings to be added in select DU Systems.

IV. Definitions

- Legal First Name: A legal first name is the first name a person uses for official governmental documents, such as licenses, passports, and tax forms.
- Lived First Name: A lived first name is an alternative to the individual's legal first name as designated by the individual in university systems.

V. Policy

Declaring a lived first name can be an important part of a person's identity, and the University recognizes that students or employees may want to use a name that is different from their legal first name (i.e. a middle name). Dominican University's lived first name policy allows any student or employee to identify a lived first name, in addition to the individual's legal first name, in select DU information systems. Dominican University acknowledges that lived first names and pronouns should be used wherever possible, and as such, lived first names will be displayed in lieu of the legal first name in university systems that do not have a legal first requirement, or in systems that allow for a lived first name by design. Dominican University students and employees must still be able to provide government-issued identification with their legal first names when required. Lived first name requests may take up to 72 hours (about 3 business days) to process and for university systems to update with your lived first name.

VI. Procedures

- A lived first name may not be created for the purpose of avoiding a legal obligation or misrepresentation.
- A lived first name may be comprised of alphabetical characters and their accompanying diacritical markings.
- A lived first name must comply with the University's standards, policies, and regulations including its harassment and discrimination policies and procedures (i.e., not profane, obscene, or derived from hate-speech).

Lived first names will be used in the following systems and records:

- University ID card (come to the Support Center to get a new Star Card, free of charge) –
- Card access system
- Student portal (myDU)
- Student Involvement and Engagement Portal (EngageDU)
- Learning Management System (Canvas) –
- myDU class roster –
- Email display name –
- Meal plan, library, and health services display name –
- Office of People & Culture self-service and online time and attendance (paycor) –
- Diplomas (Parchment) –
- Commencement program –
- Academic flags and alerts portal –
- Accessibility office (accommodation forms, medical documentation)

Legal names will continue to be used for official University records, including but not limited to: -

- Student Accounts documentation –
- Financial aid –
- Federal requests for information –
- National Student Clearinghouse (NSC) –
- Transcripts - Athletics rosters, where necessary for NCAA compliance –
- Campus Safety –
- Health Services records, health insurance –
- Human Resources employment records, employee reports and payroll

63 Students who to legally change their name must submit official name change documentation to Stars Connect.
64 Employees who legally change their name must submit official name change documentation to Office of People &
65 Culture

VII. Contact Information

Vice President, Justice, Equity & Inclusion

Dr. Precious Porras, pporras@dom.edu

VIII. Appendices

Legal name change process in [Cook County, IL](#)
Starting a case to change your name through [Illinois Legal Aid](#)

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