



## **Lived First Name Policy**

As a Sinsinawa-sponsored institution, Dominican University prepares students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world. Translating Dominican's twin values of veritas and caritas into practice requires that each person who studies, teaches, works, or lives within the university community, as well as all those with whom we interact, be respected, and cared for as a unique individual, within an environment that affirms our shared humanity and pursues the common good.

In support of this commitment, students, faculty, and staff at Dominican University are provided with the option to identify themselves using a lived first name different than their legal first name within select university systems.

### **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.

Declaring a lived first name can be an important part of a person's identity, especially as it relates to affirming one's gender identity, and the University recognizes that students or employees may want to use a name that is different from their legal first 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. We ask that lived first names meet the following guidelines:

- 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).

### **How will lived first names be used?**

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
- Human Resources 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



# DOMINICAN UNIVERSITY

- Athletics rosters, where necessary for NCAA compliance
- Campus Safety
- Health Services records, health insurance
- Human Resources employment records, employee reports and payroll

## **Legal Name Changes:**

Students who legally change their name must submit official name change documentation to Stars Connect. Employees who legally change their name must submit official name change documentation to Human Resources.

## **Resources:**

Legal name change process in [Cook County, IL](#)

Starting a case to change your name through [Illinois Legal Aid](#)

## **We welcome your feedback:**

Dominican University is committed to improving our practices around inclusion and equity, please send any questions or concerns related to the lived first name policy to the Vice President for Diversity, Equity, and Inclusion, [pporras@dom.edu](mailto:pporras@dom.edu) .

If you believe your name is being incorrectly used, please reach out to the Dean of Students, [deanofstudents@dom.edu](mailto:deanofstudents@dom.edu).