

Student Preferred and Legal Name Changes

Wilmington University recognizes the need or preference for students to refer themselves by a “preferred name”/ pronoun other than their legal given or first name. This is consistent with Title IX and federal law which protects against discrimination based on gender identity and expression, and is currently recognized as a best practice for supporting transgender and gender non-conforming individuals. This is available to anyone who uses a preferred first name/pronoun on a daily basis other than their legal/ or primary name. The University reserves the right to deny or revoke a preferred name when a name is deemed inappropriate for reasons including, but not limited to, avoidance of legal obligation, fraud, use of obscene or offensive language, or misrepresentation.

Student Preferred Name Policy

While Wilmington University allows students to use a preferred name (first/ middle) or pronouns on certain documents and communications, there are certain documents and communications that require the use of an individual legal name under law. In public or semi-public systems where names are visible to other students, instructors, faculty, campus administrators, and the general public, preferred name only will be displayed. Examples of this include Student ID cards and the University’s Learning Management System, Canvas. University departments are requested to use the preferred name/ pronoun in business practices.

The preferred name will be used in select University-related systems and documents as listed below:

- Student Conduct System
- Commencement Program and Ceremony
- Alumni System
- Student ID Card
- Athletic Rosters
- Career Services

The legal name will be used for official University records including, but not limited to the following items:

- Academic Transcript
- Diploma
- Enrollment Verifications
- Employment Verifications
- Degree Verifications
- Employment Documents
- Payroll Documents
- Legal Documents and Reports
- Student Accounts Statements
- Financial Aid Documents
- Scholarship Documents
- Admissions Application
- Mailing Information

Responsibilities and Procedures

- Students seeking to use their preferred name must submit their request to the Executive Director of Title IX, Clery and Regulatory Affairs at least two weeks prior to the start of the semester. The “Preferred Name Request” form should be used.
- New students may request that their preferred name be used on their student ID. Students who already have an ID may request a new ID with the preferred name. There is no charge for the first time a student requests a new ID due to a name change.
- Students opting to use a preferred name/ pronoun after the start of the semester are responsible for notifying their teaching faculty and academic advisor; as well as other relevant parties such as coaches, student group advisors, campus employment supervisors, etc.

Legal Name Change

Students who have had their names changed legally by the appropriate government entities shall inform Wilmington University of the change by completing the Student Data Change Form, to the Office of the Registrar, which can also be found here:

<https://www.wilmu.edu/registrar/forms/datachange.pdf>. Official documentation showing the name was changed legally is required. Acceptable documentation includes:

- Court order
- Driver's license
- Passport
- Social Security Card or Tax Identification Number Card

Wilmington University
Preferred Name/ Pronoun Request

Wilmington University
Dr. Linda Van Drie Andrzejewski
Executive Director of Title IX, Clery, and Regulatory Affairs
47 Reads Way
New Castle, DE 19720
Linda.m.andrzejewski@wilmu.edu

Complete and submit this form to the Executive Director of Title IX, Clery and Regulatory Affairs Office to request the use of a preferred name/ pronoun. You may send the form in via email to linda.m.andrzejewski@wilmu.edu or mail it to the address above. Upon receipt, the request will be reviewed. If additional questions or follow-up is necessary, you will be contacted via your MyWilmU email account.

Be sure to review the Preferred Name policy ([link](#)) for information related to the implementation and use of a preferred name.

WU ID# _____

LEGAL NAME: _____
 First Middle Last

PREFERRED NAME: _____
 First

PREFERRED PRONOUN: _____

LOCAL ADDRESS: _____
 Street

 City State Zip

MyWilmU Email: _____ PHONE: _____

SIGNATURE: _____ DATE: _____