1.0 PROCEDURE PURPOSE

Colorado School of Mines ("Mines") is committed to inclusivity and access for all persons and strives to create learning and workplace environments that exclude all forms of unlawful discrimination, harassment, and retaliation. As part of this commitment, Mines recognizes members of the campus community prefer to use a first name other than their legal name to identify themselves. Therefore, Mines has established the following procedures outlining how Mines students and employees can add or change their preferred first name throughout Mines systems. The procedures listed in this document are directly related to the Prohibiting Unlawful Discrimination Policy.

2.0 PROCEDURES

The Preferred First Name Procedure allows Mines’ students and employees to determine and designate a preferred first name that they want to be known by in Mines’ systems, in addition to their legal name (as listed on the driver's license, Social Security card, Tax Identification Number card, or passport). Mines will display the preferred first name to the Mines community, where feasible and appropriate, and make a good faith effort to update reports, documents, and systems accordingly.

2.1 Limits to Preferred First Name. Mines reserves the right to remove a preferred first name if it contains inappropriate or obscene language, or if it is being used for misrepresentation. Inappropriate use of a preferred name by students or employees will be referred to the Dean of Students or Human Resources, respectively.

Acceptable uses of preferred first names include:

- A name that better represents your gender identity
- A name to which you are in the process of legally changing
- A middle name instead of first name
- An abbreviated name (Dani instead of Danielle, Manny instead of Emmanuel)
- An Americanized name (Wendy instead of Haiyan)
2.2 Systems Using Preferred First Name. The preferred first name may be used in Mines-related systems and documents except where the use of the legal name is required by law. A preferred name will appear in the following locations:

- Supplementary class rosters (please be aware that Faculty have access to both legal and preferred names)
- Housing Contracts
- Student Recreation Center
- Student Online Directory
- Canvas
- Databases tracking student conduct
- Library check-out system
- Career Services Database
- Student email address
- Trailhead

2.3 Systems Using Legal First Name. There are certain legal documents and communications that require use of an individual’s legal name. A preferred name will not appear in the following locations, where legal name is required:

- Billing Statements
- Enrollment Verifications
- Employment Verifications
- Employment Documentation
- Financial Aid Documents
- Medical Documents
- Official Correspondence with External Entities (ex: Security Clearances)
- Official and Unofficial Transcripts
- Paychecks/W2/1099T
- Immigration Paperwork
- Court Orders
- Student Record Subpoenas

2.4 Process for Changing Preferred First Name. Students and Employees are able to select their preferred first name via Self-Serve Banner. To do so, follow these steps:

1. Log onto Trailhead.
2. Select “General Self-Service” on the blue left-hand menu.
3. Click on Personal Information.
4. Click the Edit icon (circle with pencil) in the upper right corner in the Personal Details block.
5. Click in the Preferred First Name field. Enter your preferred first name or update an existing preferred first name.
6. Click the blue Update button when finished.
Prospective Students have an opportunity to submit their preferred first name via the undergraduate and graduate student admissions application process. Prospective Employees have an opportunity to submit their preferred first name via the job application (PageUp system). For both prospective students and prospective employees, the preferred first name is automatically populated into Banner.

3.0 RESOURCES or ATTACHMENTS
Information about the Preferred First Name Project can be found at https://www.mines.edu/title-ix/preferred-first-name/.

4.0 HISTORY AND REVIEW CYCLE
The procedures within this document will be reviewed at least every two years, or as needed by the Office of Institutional Equity and Title IX, in partnership with Information & Technology Solutions, Human Resources, Registrar’s Office, Dean of Students Office, and other relevant stakeholders.