

## Loyola University Preferred Name Policy

While at Loyola University a student may choose to use a name other than their legal name. This “preferred name” will appear on most of the University’s internally used documents (e.g. class rosters and advisor rosters). The [Office of Student Records](#) is responsible for preferred name changes. The University seeks to ensure that all students feel respected, supported, and included in our campus community.

The preferred name will appear on all class rosters, advising lists, reports to departments, colleges, and other campus offices. The preferred name will not appear on legal documents, such as transcripts, financial aid documents, payroll, or any other documents where a legal name is required by law. Student addresses are linked to the student’s legal name. Therefore, official University correspondence will be sent to the student’s home address with their legal name listed.

A student’s legal name will appear on their diploma when a student does not indicate a preferred name on the Application for Degree. If you wish to have your preferred name listed on your diploma, you must indicate this name on the Application for Degree. Diplomas can be re-issued upon legal name change (contact the Office of Student Records; the previous diploma must be returned to the Office of Student Records).

A student should submit a request for a preferred name change in person to the [Director of Student Records](#) (Thomas Hall 204). The Director of Student Records can, in some cases, facilitate the change of the student’s email address, ID card, and other such documents.

If a student wishes to keep their legal name private, then they can complete a [“Family Educational Rights and Privacy Act \(FERPA\)-Authorization to Withhold Directory Information”](#) form in the Office of Student Records. This will prohibit the release of a student’s name (legal and preferred names) to an outside source (e.g., Loyola University website searches, enrollment verification by prospective employers, insurance companies, etc.).

Contact the Director of Student Records with any further questions regarding preferred name changes.

As of June 2016

Approved by Arlene McCarthy & Tommy Screen