

PREFERRED NAME POLICY

Revised: July 2017

Applicability: This policy applies to all students, faculty, staff, and alumni of Tufts University.

This policy provides rules and guidelines for the use of preferred names at Tufts University. The intent of this policy is to allow individuals to select a “preferred name” instead of their “legal name” in certain University systems and under certain circumstances, such as (i) to select a name that better reflects their gender identity; (ii) to select a name that better reflects their current surname (married name, maiden name, hyphenated name); or (iii) to select a nickname, professional name or other variant that better reflects their personal identity.

SCOPE

This policy applies to all students, faculty, staff, and alumni of Tufts University.

GUIDELINES STATEMENT

Tufts University recognizes that members of the Tufts community may prefer to use names other than their legal names to identify themselves. Tufts University acknowledges that a “preferred name” may be used on certain University records as long as the use of their preferred name is not for the purposes of misrepresentation or otherwise prohibited by state or federal law.

PREFERRED NAME

A preferred name is the first and/or last name by which a person prefers to be identified that is not the same as their legal name. For example, a preferred name may be a professional name different from your legal name, a married, maiden or hyphenated name, a nickname or other variant.

PROCEDURES

The following procedures outline how to change your legal name or select a preferred name at Tufts. These procedures will be updated as new systems and improvements are implemented.

To Change Your Legal Name: You may use the following instructions to update your legal name:

<https://it.tufts.edu/namechangelegal>

To Select a Preferred Name Staff, Faculty, Students: <https://it.tufts.edu/namechangepreferred>

Note: Your legal name will continue to be used in systems that require it, for example: financial records, government reporting, official University records, medical records.

Alumni: <https://tufts.force.com/connect/CustomSearchRegistration>.

Note: Contact the alumni relations department of the school from which you graduated. You can also update your online community information using the above link.

REMEDIES

Tufts University will handle reports of misuse of preferred names in accordance with existing policies and procedures. The University reserves the right to remove preferred names that violate University policies and to suspend that person’s privilege to select a preferred name.

QUESTIONS AND CONTACT INFORMATION

Students may contact their registrar's office.

Faculty and Staff may contact Tufts Support Services by calling 617-627-7000, or emailing tss@tufts.edu.

For technical questions, contact the TTS Service Desk at 617-627-3376 or it@tufts.edu.

The Office of Equal Opportunity (for employees and students) may be reached by e-mail at: oeo@tufts.edu, or by phone at: 617-627-3298.