

PREFERRED NAME

POLICY**Purpose**

Ridgewater College adopts and follows Minnesota State Board Procedure 1B.1.2, Preferred Name, in its entirety. The procedure may be viewed on the Minnesota State website at <https://www.minnstate.edu>.

Minnesota State Colleges and Universities and Ridgewater College recognize and support the members of its community who wish to use preferred names where legally permissible. Students and employees may designate a preferred name to be used when a legal name is not required in college business and educational pursuits.

This document outlines a process by which individuals may designate a preferred name to be used in the course of college business and education.

History:

09.15.2015 Adopted

09.15.2020 Proposed - Reviewed and Revised for Equity Compliance

02.05.2021 Revised

01.10.2025 Proposed; Revised 11.20.2025

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PROCEDURE**Preferred Name Requesting Process - Students**

- To request a preferred name:
 - Students may add or update a preferred name in eServices under *Account Management/Name and Address Info*.
- A Student Services Office designee may approve or deny requests from students (see denial reasons below). In the event a request is denied, a notice will be sent to the requestor. Notification will include the reason for the denial and will be sent to the requestor within ten (10) business days of receipt of the request.
 - Students will receive notification of approval/denial through college email.
- Following the processing of approved requests, use of the approved preferred name may take up to 72 hours in systems enabled for use of preferred name.

Preferred Name Requesting Process - Employees

- To request a preferred name:
 - Employees may add or update a preferred name in Workday under “personal” on the left menu bar.
- The Human Resources Office may approve or deny requests from employees (see denial reasons below). In the event a request is denied, a notice will be sent to the requestor. Notification will include the reason for the denial and will be sent to the requestor within ten (10) business days of receipt of the request.
- Following the processing of approved requests, use of the approved preferred name may take up to 72 hours in systems enabled for use of preferred name.

The College reserves the right to deny an inappropriate preferred name including, but not limited to, names that: avoid legal obligations, violate other Minnesota State or Ridgewater College policies, contain inappropriate or offensive language, or are being used for misrepresentation, etc. Preferred names may not be used for commercial or promotional purposes and thus may not be a company name, group name, or message.

Appeal Process - Students

- Following the denial of any preferred name request, the student has ten (10) business days from receipt of the denial to file a written appeal.
 - Students can access, complete, and submit an appeal form found under Student Forms through the Student Portal at www.ridgewater.edu.
 - A three-person team that includes the Dean of Students, the Campus Diversity Officer, and a faculty/staff representative, appointed by the President, will review and act upon any written appeals from students.
 - Appeals will be reviewed and acted upon within ten (10) business days.
 - The College has the ultimate authority in determining the appropriateness of preferred names for Ridgewater College students, and all decisions are final.

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Appeal Process - Employees

- Following the denial of any preferred name request, the employee has ten (10) business days from receipt of the denial to file a written appeal.
 - Employees can email their appeal and any supporting documents to HR@ridgewater.edu.
 - The College President will review and act upon appeals from employees.
 - Appeals will be reviewed and acted upon within ten (10) business days.
 - The College has the ultimate authority in determining the appropriateness of preferred names for Ridgewater College employees, and all decisions are final.

Additional Information

- A preferred name will remain in effect until the requestor asks that it be changed.
- Preferred Name requests that include characters other than alpha-numeric symbols may not be compatible with all Minnesota State and Ridgewater College technology systems.
- For those students and employees who request a preferred name and are associated with more than one Minnesota State institution, the timing of the appearance of your preferred name may vary at each institution based on each institution's available technical resources.

Questions regarding the Preferred Name Process should be directed to the appropriate office:

Employees:

Human Resources Office
H125 • Willmar | Rm 222 • Hutchinson
320.222.5211
hr@ridgewater.edu

Students:

Student Services
A131 • Willmar | Rm 117 • Hutchinson
320.222.5215
registrar@ridgewater.edu

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09.15.2015 Adopted
09.15.2020 Proposed - Reviewed and Revised for Equity Compliance
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