

Clarke University Chosen First Name

Clarke University recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the college will make every effort to use a student's Chosen First Name (CFN).

Please note that some records may require the use of legal names only, such as federal and medical documentation. Students who are utilizing the CFN should always be prepared to reference their legal name as well as appropriately requested.

Legal Names

In order to change the name on your official college records such as transcripts and employment records, you must legally change your name. A legal name change is recognized by submitting a social security card, passport, and/or government issued visa. If you are a graduate, you can also request an updated diploma with your current legal name. Although your name will be changed on the documents outlined below, your prior name will continue to be listed as a previous identity in the college's database in order to ensure that any searches of your former name will access the correct files.

CFN Will Appear

- Athletics Rosters
- Class Rosters
- Dean's List
- Diploma
- Email Address
- Faculty Advisee Lists
- Library Records
- Major/Minor Lists
- Moodle
- Program Evaluation
- Residence Life Contracts and Rosters
- Student ID Card

Legal Name Will Appear

- Billing Records and Communication
- Gift Receipts
- Financial Aid information and forms
- Health Services information and forms
- Paychecks and Paystubs
- Study Abroad (i.e. travel and signature documents)
- Time Entry System
- Transcripts
- Tax forms including the W2, W4, and I9.
- Some official forms or correspondence from the University such as financial aid awards, departmental or program notices, new hire forms, etc.

Students who have had their name legally changed should complete a legal name/address change form. Your new legal first and last name will appear on ALL college documentation listed above, though one's former legal name will be stored in some College records and not redacted.

Chosen First Name (CFN), Pronouns and Gender Identity

Students may submit a chosen first name, pronoun and gender identity and on the Chosen First Name and Gender Identity Form, which is found on the Registrars Forms webpage. Gender identity pronouns will be used for record keeping purposes only and will not be displayed on rosters or MyInfo.

Students are able to request their CFN using the required form. Once the request is approved, the CFN will be displayed in the areas noted above within ten business days. The Registrar has the authority to deny any request or remove a CFN in extreme cases – including but not limited to multiple requests from the same person or a requested name that is inappropriate (profanity, for example). In the rare circumstance when such a denial is made, the student may appeal the decision in writing to the Registrar. The Registrar will convene an appeal committee comprising the Assistant Dean to Academic Affairs and a Student Life staff representative to reconsider the request and the denial.

ID cards

We understand that it may be important to you for the University identification card to reflect your CFN. You can obtain a new ID card with your new name if you have registered your legal name change or CFN with the Registrar's Office. Please go to the ID room in the Student Activity Center (SAC) to obtain a new Clarke ID card at no additional fee.

Student Privacy Considerations

Consistent with the Family Educational Rights and Privacy Act (FERPA), Clarke University allows for the release of directory information, which includes a student's CFN. For this reason, the CFN should not be considered a "private" name for use at the University only.

Please contact the Registrar with any questions at registrar@clarke.edu or 563.588.6392