



PREFERRED FIRST NAME FORM

80 Vandenberg Ave, Troy, NY 12180 ■ www.hvcc.edu

To request a preferred first name, return this form to the appropriate office as noted below:

Students—Registrar’s Office, Guenther Enrollment Services Center, Room 136

Employees—Human Resources, Administration Building, Room 140

Your preferred name will be used in place of your legal name for internal communication and certain external communications (i.e., website staff bio pages, sports information). Examples of internal communications include, but may not be limited to:

- Class rosters
- Advising lists
- Emails

Legal Name _____
Last First Middle

ID Number H00 _____ **Date of Birth** _____

Preferred First Name _____
(Please print)

By entering my name below, I confirm my understanding of Hudson Valley’s Preferred Name Policy below and request that my preferred first name be displayed where possible.

Student Name _____ **Date** _____

The Hudson Valley Community College Preferred First Name Policy allows a student or an employee to officially notify the college of a preferred first name, and have this change reflected in on-campus communication systems, as long as the preferred first name is not used for purposes of misidentification, fraud or misrepresentation and that the preferred first name meets community standards (i.e., not profane, obscene, or derived from hate-speech; and conform to technical requirements). There are limits to where preferred first names will be reflected in college communications.

The College is obligated to use the legal first name for many official records and reports, including but not limited to: all legal documents and contracts, certain employment and payroll records, billing records, ID cards, financial aid documents, official transcripts, diplomas, medical records, employee benefit records, expense reimbursements, travel and purchasing authorizations, enrollment reporting, external reporting or on any other document as required by law.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered or rescinded at the discretion of Hudson Valley Community College. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation may be cause for denying a request or rescinding a previous preferred name application.

Office use only

Date Processed _____

Alumni Student Human Resources

Initials _____

Date Copy Sent _____