1

Preferred First Name Policy
I. Purpose and Scope
University of Detroit Mercy is committed to creating an inclusive environment for all.
We recognize that faculty, staff, and students may use first names other than their legal first name to
identify themselves. Except when an individual’s legal first name is required by law, policy, or business
needs, current employees and current students may choose to be identified in university systems that
support the preferred first name that they have designated in accordance with this policy.
II. Definitions
Preferred first name – An alternative to the individual’s legal first name.
Legal name – A person’s legal first, middle (if applicable), and last name as it appears on official
governmental documents such as licenses, passports, social security cards, birth certificates and tax forms.
III. Policy
Many members of the Detroit Mercy community use a first name that differs from their legal first name.
Allowable preferred first name formats might include (but are not limited to):
x A shortened derivative of a name (e.g. “Sue” for “Susan”)
x A mid

2

x University Transcripts
x Diplomas
x Immigration Documents/International Students Office (ISO)
x Enrollment Verifications
x Legally Binding Contracts
x Medical Documents/Health Records
x Department of Public Safety records

IV. Procedure to Submit a Preferred First Name
Employees and students can enter a preferred first name in your My Profile - Personal Information tab at
my.udmercy.edu. Preferred first name changes are subject to review. Please see section III above for a list
of acceptable preferred name formats. There are also options in the Self-Service profile to update Personal
Pronoun and Gender Identification.
V. Nondiscrimination Policy

3

VII. Legal Name Change
A guide to procedures for changing your name in Michigan can be found at the following:
https://www.michigan.gov/mdhhs/0,5885,7-339-71551_4645_4939-13834--,00.html

Office of Human Resources and Payroll
Office of the University Registrar
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