



**Chosen First Name # 300.009**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
August 17, 2020	August 17, 2020	Division of Academic & Student Affairs

<b>POLICY STATEMENT</b>	
<p>Florida International University (FIU) recognizes that faculty, staff, and students may use names other than their legal names to identify themselves.</p>	
<p>I. FIU is committed to using and adapting processes to use a chosen first name where feasible and when the use of the legal name is not required to comply with laws and FIU rules, policies, or regulations. Any faculty, staff, or student may elect to identify a chosen first name and chosen pronoun in addition to their legal name.</p>	
<p>II. There are certain documents and communications that require use of an individual’s legal name. These documents include, but are not limited to, driver’s licenses, Social Security cards, Tax Identification Number cards, and/or passports. For an individual to change the name used for designated official University records, documentation of a legal name change is required. Examples of designated official University records includes, but are not limited to:</p> <ul style="list-style-type: none"> <li>i. Admissions records;</li> <li>ii. Official transcripts;</li> <li>iii. Enrollment verifications;</li> <li>iv. FIU email address;</li> <li>v. Panther One Card;</li> <li>vi. Employment and personnel records;</li> <li>vii. Paychecks and tax documents;</li> <li>viii. Financial aid records;</li> <li>ix. Medical records;</li> <li>x. Disciplinary records;</li> <li>xi. Diplomas;</li> <li>xii. Federal, international, or state reporting records; and</li> <li>xiii. Law enforcement records.</li> </ul>	
<p>III. The University will display the chosen first name to the University community where feasible and appropriate and make a good faith effort to update reports, documents, and systems accordingly.</p>	
<p>IV. An individual’s chosen first name may be used in University-related systems (PantherSoft and Canvas) and documents, except where the use of the legal name is required by law or the University, as defined in Section II of this policy statement.</p>	

### SCOPE

All FIU faculty, staff, and students are encouraged to facilitate the use of the chosen first name and corresponding chosen pronoun.

### REASON FOR POLICY

Florida International University is committed to providing the highest quality educational and employment experience to its students, faculty, and staff in a nurturing and supportive environment. In doing so, the institution is committed to ensuring that instruction and services are delivered in a manner that is reflective and supportive of its diverse community as it relates to gender, socioeconomic status, gender identity, race, ethnicity, physical and mental ability, nationality, military status, sexual orientation, spirituality, and cultural identity.

### DEFINITIONS

TERM	DEFINITIONS
Chosen First Name	The first name by which a person wishes to be known and to have appear in University systems and when conducting day-to-day University business. The chosen name does not affect the individual's last name, which must remain the person's legal name.
Legal Name	The last name or surname recorded on an individual's legal identification and used in designated official records at the University.

### RELATED RESOURCES

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

### CONTACTS

Division of Academic & Student Affairs  
11200 S.W. Eighth Street, PC 526  
Miami, Florida 33199  
(305) 348-2151

### HISTORY

**Effective Date:** August 17, 2020

PROCEDURE STATEMENT

The process for students wishing to add a chosen first name and chosen pronouns can visit [go.fiu.edu/chosenfirstname](http://go.fiu.edu/chosenfirstname) for detailed instructions.

The process for faculty or staff wishing to add a chosen first name and chosen pronouns can visit [go.fiu.edu/chosenfirstname\\_hr](http://go.fiu.edu/chosenfirstname_hr) for detailed instructions.

When an individual believes that the individual's chosen first name has not been used in accordance with this policy, the individual is responsible to resolve that concern informally by communicating the concern directly to the person or office, which has not properly used the individual's chosen first name.

When a student believes that they would benefit from additional support or advocacy, or to initiate a formal complaint about non-compliance, the student may contact the following:

- i. The Dean of Students in the Division of Academic and Student Affairs;
- ii. The Multicultural Programs and Services in the Division of Academic and Student Affairs; or
- iii. The Ethical Panther Line which provides a confidential internet and telephone-based reporting tool to give University students an anonymous and confidential way to address misconduct.
  - a) You may access the Ethical Panther line at <http://www.convercent.com/report/> or by calling 1-844-312-5358 (24 hours a day, 365 days a year).

When a faculty or staff believes that they would benefit from additional support or advocacy, or to initiate a formal complaint about non-compliance, the faculty or staff member may contact the following offices:

- i. The Office of Employee & Labor Relations (ELR);
- ii. The Office of Inclusion, Diversity, Equity & Access (IDEA);
- iii. The Senior Vice President for Academic & Student Affairs; or
- iv. The Ethical Panther Line which provides a confidential internet and telephone-based reporting tool to give University faculty and staff an anonymous and confidential way to address misconduct.
  - a) You may access the Ethical Panther line at <http://www.convercent.com/report/> or by calling 1-844-312-5358 (24 hours a day, 365 days a year)