



**To: All members of the University Community**

**2017-1**

**Date: December 2017**

### **Preferred First Name Policy**

1. Any Ferris State University community member may choose to identify themselves within the University with a preferred first name that differs from their legal name.
2. A preferred name will appear instead of the person's legal name in University systems and documents where possible (by way of example: class list, wait list, final/mid-term grades, grade changes, advisee list/registration status, University ID-with legal name appearing on back, diploma name) except where the use of the legal name is required by a University policy, business or legal need (by way of example: financial aid records, transcripts, student health records, employee health insurance, IRS forms, W-2, I-9, social security forms).
3. The use of a preferred first name cannot be for the purpose of misrepresentation or fraud and any preferred name reasoned to be an attempt at misrepresentation, fraud or interpreted as offensive will be removed.

For more information, contact the Registrar's Office at <https://ferris.edu/admissions/registrar/> or 231-591-2000.