BP 0000

Gavilan College Preferred Name Policy

Recognizing that students and employees may prefer to use a name other than their legal first name when identifying themselves, Gavilan College allows any student or employee to use a preferred name wherever possible in the course of campus interactions.

AP 0000

Any student or employee can request to modify their preferred name. The preferred name will be used on internal college communication, including but not limited to the following:

The preferred name will stand in place of the legal first name in the following areas:

* Class rosters
* Course schedule
* Course shells (Canvas)
* DegreeWorks
* Gavilan issued email address
* Online phone directory
* SARS

The legal name must still be used in the following areas:

* EOPS/CARE/Foster Youth
* Financial Aid
* International Students
* Payroll Records
* Student Health
* Transcripts (official and unofficial)
* Diplomas

Preferred name change forms are available on the Gavilan website, and are submitted for review and processing to Admissions & Records Office (students) or Human Resources Office (employees).