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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.

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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).