

Minnesota State Colleges and Universities (MnSCU) and Minnesota State College-Southeast Technical recognize and support the members of its community who wish to use preferred names where legally permissible. This procedure details the process by which Southeast Technical students and employees may designate a preferred name to be used when a legal name is not required in the course of College business and educational pursuits.

Preferred names will appear where legal name is not required. Southeast Technical will use preferred names where technically and legally possible. Examples include e-mail accounts, class rosters, honor program lists, D2L Brightspace, advisee lists, ID cards, and alumni records. This list is subject to change. Use of preferred names will be phased in as technical resources permit.

Preferred Name Requesting Process

1. To request a preferred name, students and employees will need to complete the Preferred Name Request Form.
 - a. Students can access the form on the Student Forms page on the College Website at www.southeastmn.edu or on campus in the Student Services Office. The completed form is to be turned in to the Registrar's Office.
 - b. Employees can access the form on My Southeast Portal Human Resources page or visit the Human Resources Office. The completed form is to be turned in to the Human Resources Office.
2. Please note that a photo ID may be required as part of the Requesting Process
The Registrar and Vice President of Student Affairs will approve or deny requests from students. The Human Resources Office will approve or deny requests from employees. In the event a request is denied, a notice will be sent to the requestor. Southeast Technical reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid legal obligation, to misrepresent, violates system policy, etc. Notification will include the reason for the denial and will be sent to the requestor within ten (10) business days of receipt of the Request Form.
 - a. Students will receive written notification of approval/denial from the Registrar.
 - b. Employees will receive email notification of approval/denial from the Human Resources Office.
3. Following the processing of approved requests, use of the approved preferred name may take up to 5 business days for implementation of preferred name.

Appeal Process

1. Following the denial of any Preferred Name request, the student or employee has ten (10) business days from receipt of the denial to file a written appeal using an appeal form.
 - a. Students can contact the Registrar's Office for the Preferred Name Appeal Form. The completed form is to be turned in to Registrar's Office.
 - b. Employees can access the form on My Southeast Portal Human Resources page or visit the Human Resources Office. The completed form is to be turned in to the Human Resources Office.
2. A committee consisting of Vice President of Academic Affairs, Chief Diversity Office, faculty/staff and student senate representative will review and act upon appeals from students
3. A committee consisting of the President's Cabinet will act upon appeals from employees.
4. Southeast Technical has the ultimate authority in determining the appropriateness of Preferred Names for Southeast Technical students and employees and all decisions are final.