



Policy Owner:	Salve Regina University
Applicability:	Students, Faculty, Staff
Effective Date:	February 20th, 2026
Last Revision Date:	February 20th, 2026

Chosen Name Policy

Policy Purpose

Salve Regina University recognizes that many members of our community use a chosen name (first, middle, and/or last) that differs from their legal name. We are committed to fostering an environment that is respectful and inclusive of individual identity, and we acknowledge that using a chosen name is an important part of self-identification for many.

This policy outlines the guidelines for the use of a chosen name in University systems and records, where feasible.

Who This Policy Applies To

This policy applies to any student, faculty, or staff member who wishes to use a name (first, middle, and/or last) that differs from their legal name. This may include, but is not limited to:

- Transgender or nonbinary individuals who choose a name that better represents them
- Individuals who prefer a shortened form of their name or initials
- Individuals who use an anglicized version of their name
- Individuals who prefer a culturally significant or traditional name
- Individuals in the process of legally changing their name

Policy Statement

The University allows students, faculty, and staff to designate a chosen first, middle, and/or last name, in addition to their legal name. Individuals may indicate their chosen name within their User Profile in My Salve. Legal names will continue to be used where required by law or University policy.

Implementation Guidelines

- Individuals may provide a chosen name through My Salve by pressing on the person icon in the top navigation and selecting the “User Profile” menu option.
- The Office of Information Technology has a “[Chosen Name Syncing Across University Systems](#)” informational page that details the timing and systems that will be reflected when providing a chosen name.

- Email address change requests may be made by emailing the Office of Information Technology at support@salve.edu. Chosen name information must be updated in My Salve prior to an email address change request in order for a new email address utilizing the chosen first and/or chosen last name field to be created.

Legal Name Use

In accordance with federal and state regulations, legal names will still appear on official documents such as transcripts, tax documents, billing records, accounts payable transactions, human resource/payroll records, financial aid records, and other records requiring legal identification. Please note that these documents may be mailed (e.g. USPS) to addresses in our systems.

Support and Questions

If you have questions or need support regarding the use of a chosen name, please contact the following:

Students - Registrar's Office at (401) 341-2943 or sruregistrar@salve.edu

Faculty and Staff - Human Resources at (401) 341-2137 or humanresources@salve.edu

Expectations

Salve Regina University reserves the right to revert names to their legal standing if the chosen name is found to be inappropriate, obscene, offensive, or is being used to misrepresent the individual for purposes such as fraud. Chosen names are subject to the guidelines set within the Student Code of Conduct, Staff Handbook and Faculty Manual.