SUNY Geneseo Preferred First Name Process

“A small number of students were invited to participate in the pilot for initial implementation of the preferred name. The pilot began on August 31, 2015 and concluded at the end of the Fall 2015 semester. Based on the results of that pilot program, all SUNY Geneseo students are now able to set and update their preferred names in Knightweb.”

What is a Preferred First Name?

A preferred first name is one that you choose to be called that is different from your legal/official name or record first name. SUNY Geneseo allows you to do this by setting a Preferred First Name with the Registrar’s Office.

What is the purpose of SUNY Geneseo’s Preferred First Name Process?

SUNY Geneseo recognizes that some students wish to use a first name other than a legal/official name or record first name to identify themselves in day-to-day use. As long as the use of this preferred name is not for the purposes of misrepresentation, to avoid legal obligation, or a use of a highly offensive or derogatory name, the College acknowledges that a “preferred name” can and should be used where possible in the course of college education, business, and communication. This policy is limited to first names and not surnames or family names. For non-U.S. citizens, the official name of record is the passport name. The College extends this accommodation in order to help foster a more welcoming, supportive and respectful campus climate for all of its students.

Students

The College will utilize the Preferred First Name for Knightweb, myCourses, the Online directory, Class Rosters, Mid-term evaluations, Final grade submissions, Advisee Listings, the Student Transcript search page, myGeneseo, Google Gmail, PointNClick, etc. A student’s legal/official name of record name will remain unchanged in all other College-related systems. Students who wish to change their legal/official name of record must contact the Registrar’s Office.
Who can modify a Preferred First Name?

Preferred first names are set at the Registrar’s Office and require student consent. Therefore, only you as a SUNY Geneseo student can modify your own Preferred First Name.

How do I modify my Preferred First Name?

Students wishing to add a preferred first name, or modify an existing first name, will use the on-line Preferred First Name Request Form (https://www.geneseo.edu/is/preferredname/). This on-line form is available at this link or from the Registrar’s Office.

Where will my legal/official first name of record be used?

Wherever reasonably possible, the preferred first name is used in SUNY Geneseo’s systems. Official transcripts, enrollment verifications, diplomas, third party database systems, paychecks, medical records, financial aid documents, federal immigration documents, all external communications, such as hometown newspapers (dean’s list announcements, etc.), or any other College business requiring legal needs, however, will continue to use your legal/official name.

The College will attempt to display preferred first name to the College community where feasible and appropriate and make a good faith effort to update reports, documents and systems accordingly.