



PREFERRED FIRST NAME

A preferred first name is a first name that you may choose to be called that differs from your legal first name.


Tennessee Tech University recognizes that many of our community members, including our students, faculty, and staff, prefer to use a name other than their legal name to identify themselves. As long as the use of this preferred name is not for misrepresentation, we are committed to using the preferred first name. For this reason, Tennessee Tech University acknowledges that a preferred first name can be used where possible.

EXAMPLE OF A PREFERRED FIRST NAME

- Your name is David Smith, but you go by Dave Smith. You may set your preferred first name to “Dave” instead of going by David. Your name will then be displayed as “Dave Smith.”

PREFERRED NAME USAGE EXAMPLES

The preferred first name will be used as the default, but not limited to the following systems and processes:


- Tennessee Tech University Electronic System of Record (Banner)
 - Student University ID Cards
 - Discussion Boards
 - Class Rosters
 - Grading Rosters
 - Commencement Program
 - Name Cards for the Commencement Ceremony
 - Degree Works
 - Tech Connect
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LEGAL NAME USAGE EXAMPLES

- Diploma
- Health Records
- Any Legal Document
- Financial Aid and Scholarship Documents
- Academic Transcripts
- Tax and Payroll Documents
- Work authorization Documents / I-9
- Visa/Immigration Documents
- Student Employee Notices and Documents
- Enrollment Verifications
- Employment Verifications

QUICK FACTS

- The legal full name will remain the default if a preferred name is not selected.
 - Electing to use a preferred name will not change or modify your legal name.
 - Character limits and Character Restrictions will apply to all preferred names.
 - All preferred name designations must be approved by the Registrar's Office.
 - Tennessee Tech University reserves the right to deny a preferred name request if it is utilizing a preferred name that is offensive, inappropriate, being used as a misrepresentative, or used for a fraudulent purpose.
 - If no preferred first name is listed, the primary first name is displayed.
 - Only preferred first names can be updated without a legal name change.
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REQUESTING A PREFERRED FIRST NAME

Students may request to add a preferred first name by completing the Preferred First Name form available on the Registrar's Office webpage under "Student Records Forms." www.tntech.edu/records/forms

Misusing the preferred name can result in discipline as permitted under the Student Conduct Code. The University reserves the right to deny using or removing the preferred name if it deems the use inappropriate.

