



Procedures for Implementing the Preferred Name Policy & Legal Name/Gender/SSN Changes

**New Mexico Institute of Mining and Technology
Socorro, New Mexico 87801**

Updating NMT Official Records with a Legal Name and/or Preferred Name Change:

Students who have legally changed their name and/or those students who want to make a preferred name change may update their student record with the Registrar's Office. The student must submit a petition for a Legal Name Change or Student Information Change (below) and two of the following documents (one of which must be a government-issued photo ID). In addition to the photo ID, you will need to provide at least one of the following:

- Social Security or Tax Identification Number card
- Passport
- Marriage License
- Court Order
- Additional government-issued ID (such as a military ID)

I. Petition to Establish a Preferred Name

If a student prefers that New Mexico Tech use their primary/legal name in communications and reporting, no action is needed.

Students seeking to establish a preferred name on University-based internal systems and documents will need to complete a petition for Preferred Name Change by the Office of the Registrar at registrar@nmt.edu or mail the documents to the Registrar's Office at 801 Leroy Place, Socorro, N.M. 87801, Attn: Registrar's Office. There is no cost for submitting the petition.

Students may change their preferred name only once during their education at New Mexico Tech. Students seeking to change a preferred name more than once due to extenuating circumstances should contact the Office of the Registrar. Students may withdraw a Preferred Name by using the same for the Preferred Name Change petition.

When preparing your request, ensure that it complies with policy guidelines such as the request:

- does not misrepresent the person;
- is not determined by the University as vulgar, offensive, or obscene;
- would not cause confusion with the identity of another person;
- is not determined to be an abuse or misuse of this policy.

Acceptable uses of preferred names include the following:

- A middle name instead of a first name
- An abbreviated first name (such as Meg instead of Margaret)
- An Anglicized first name (such as Wendy instead of Haiyan)
- A name that better represents the student's gender identity
- A name to which the student is in the process of legally changing
- A name that the student is known by professionally (such as a stage or pen name)

The University registrar will determine if a student's preferred name is appropriate under these criteria. In the event a request is denied, the individual may appeal the decision. Appeals must be provided to the Dean of Students within 10 calendar days of the request being denied.

If a student's Preferred Name is not displaying correctly, please contact the Registrar's Office.

II. Timeline for Processing a Preferred Name Change Request.

Changes received during a term will be processed for the beginning of the subsequent term in the *Banner* student system. To ensure sufficient time for the Registrar's Office to coordinate the change a petition for a Preferred Name Change should be submitted at least three weeks prior to the start of a Fall and Spring term and two weeks prior to the summer term.

When a request to establish a preferred name is approved, the University will work to ensure internal systems and documents reflect the preferred name in a timely fashion. The University maintains and utilizes multiple systems and applications. Every effort will be made to adjust the information contained in these systems to reflect the request within a reasonable timeframe, ideally within two weeks of approving the request and notifying the student except as stated above.

There may be times during the year in which this timeline is extended due to peak periods of operation for the Registrar's Office as well as other units (such as ITC). Therefore, individuals with concerns or questions about the use of a preferred name should contact the Registrar's Office.

a. University Issued Identification Cards

Upon request an individual's preferred name may be printed on that individual's NMT identification card. Students who update their preferred name after being issued an identification card can request a replacement card. Students who request replacement identification cards should be advised that appropriate charges may apply.

New incoming students desiring their Preferred Name on their original NMT ID card must submit a Petition to add a Preferred Name for approval prior to the start of their first semester at NMT.

Note: Individuals who are issued cards with a preferred name that is different from their legal names should be cautioned that such cards are issued for the purpose of university business only, and that identification cards issued by NMT are not considered government-issued identification for purposes such as air travel.

III. Forms

a. Preferred Name Form

Current students may add or change a Preferred Name by submitting a Request for a Preferred Name Change, located online at <https://www.nmt.edu/registrar/Preferrednamerequest.pdf>.

b. Legal Name/Gender Change Form

Students who wish to change their legal name with the university may do so by downloading, completing, and submitting a petition for Legal Name/Gender Change

https://www.nmt.edu/registrar/Legal_namegenderSSNChange.pdf), along with proof of name change to the Office of the Registrar.

IV. Other Related Policies and Documents

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student educational records. FERPA identifies certain student information that is considered directory information, including the student's name.

Directory information as identified by FERPA:

- Name
- Address
- Email address
- Telephone number
- Dates of enrollment
- Enrollment status
- Major
- Advisor
- College
- Class (freshman, sophomore, junior, senior)
- Academic awards/honors
- Degree awarded

If students do not wish New Mexico Institute of Mining and Technology to share their names (both legal and preferred) with external audiences, they have the right to suppress this information. More information can be found on [NMT's Student Privacy \(FERPA\) webpage](#).

V. Implementation

Implementation of this policy will become possible with the transition to Banner 9 Self-Service, which is ongoing. However, elements of this policy will be implemented immediately with the goal for launching the full preferred name service by Spring 2022. As other student systems are activated, New Mexico Tech will attempt to implement this policy into a new system as the system capabilities permit.

However, students are welcome to ask individuals and offices to use their preferred name or prefix at any time. Campus departments are encouraged to utilize preferred name in their business practices when possible. If a member of the University community does not use an approved Preferred Name, please communicate to them directly the student's Preferred Name (recognizing that some offices cannot use a student's preferred name on legal documents such as the offices of Payroll, Student Accounts, Travel, and Accounts Payable). Should members of the University community have any issues regarding Preferred Name implementation, please contact the Dean of Students Office (575-835-5953/5880 or deanofstudents@nmt.edu).

When possible some systems that don't rely on Banner may be able to initiate the Preferred Name policy prior to the transition to Banner 9 Self-Service.

VII. Questions and Contact Information:

Students may contact their registrar's office at registrar@nmt.edu.