



STUDENT CHOSEN/AFFIRMED NAME POLICY

Policy Sponsor:	University Registrar	First Approved:	28 SEPTEMBER 2026
Primary Contact:	University Registrar	Last Updated:	n/a
Approved by:	President	Review Scheduled:	01 OCTOBER 2029

1. PURPOSE

For a variety of reasons, many people use names other than their legal names to identify themselves. In the interests of equity, student-centeredness, and community, Brandon University students must be able to use their chosen/affirmed name wherever possible. This policy defines the parameters within which the University facilitates use of a student's chosen/affirmed name. While many electronic systems use "preferred name" terminology, wherever possible, the University will employ "chosen" or "affirmed name" in recognition that names are not preferred but are an integral part of one's identity.

2. SCOPE

This policy applies to current and future students at Brandon University and will inform all University decisions related to technology acquisition and development.

3. DEFINITIONS

Chosen/Affirmed Name: The first (and middle, where applicable) name a student uses in daily life and by which they should be known at Brandon University

Legal Name: The first, middle (if applicable), and last names that appear on a student's formal identification documentation issued by a government or official regulatory body (such as a birth certificate, driver's license, passport, etc.)

Policy: Student Chosen/Affirmed Name Policy

Preferred Name: The label many electronic systems use to identify the data field that would house a student's chosen/affirmed first (and middle, where applicable) name

University: Brandon University

4. POLICY

Brandon University recognizes that students may identify themselves within the University community by a first (and middle, if applicable) name that differs from their legal first (and middle, if applicable) name. Chosen/affirmed names will be used by the University wherever use of the legal name is not required.

1.1. Declaring a Chosen/Affirmed Name

Students may declare a chosen/affirmed first (and middle, if applicable) name when applying for admission or at any time thereafter through the online student portal. The chosen/affirmed name may be changed a maximum of one time per term (Fall, Winter, Spring/Summer). Due to technical system limitations, chosen/affirmed names must use the Latin-1 (ISO-8859-1) alphabet.

No pre-approval of chosen/affirmed names by the University is required; however, the University reserves the right to remove chosen/affirmed names that contain inappropriate or offensive language. A chosen/affirmed name may not be used for purposes of fraud or misrepresentation. Any such situation will be addressed through provisions of the Academic Integrity Policy.

Declaring a chosen/affirmed first (and middle, if applicable) name with Brandon University does not change a student's legal name nor does it change the student's name with any other organization outside of the University.

1.2. Scope of Chosen/Affirmed Name Use

A student's chosen/affirmed name will be used by the University wherever use of the legal name is not required by law or regulation, as outlined in more detail below.

1.2.1. Use of Chosen/Affirmed Name

Students will be addressed by staff and faculty using their chosen/affirmed name in all regular interactions with the University. A student's chosen/affirmed name will appear in the following systems and used for the following purposes:

- Accommodations letters issued by Student Accessibility Services
- Athletics and recreation (various team rosters, photos, advertising materials, recreation membership system)
- BU ID card
- Class lists, exam rosters, course evaluations
- MS365 account
- Faculty and staff portal (with legal name accessible only to faculty and staff members who require such for their work)
- Graduation lists, Convocation program, graduation name cards

- Internal communications and reports
- Library account and services
- Moodle
- Online registration system
- Residence communications (except residence tenancy/occupancy agreements)
- Scholarship and award applications and communications
- Student portal

1.2.2. Use of Legal Name

A student's legal name will be collected at the time of application for admission, stored in the core Student Information System, and used for the following required purposes:

- Admission offer letters
- Athletics (official certificates of eligibility)
- Immigration-related documentation (such as Provincial Attestation Letters, Authorized Leave letters, etc.)
- Verifications of Enrolment
- Transcripts
- Official financial documents (such as T2202, Student Aid confirmations, tuition statements)
- Confirmations of eligibility to graduate, confirmations of graduation, degree parchments
- Residence tenancy/occupancy agreements
- Student employment documents (such as T4, Record of Employment, Child Abuse & Criminal Record Checks, etc.)
- External reporting as required by law/regulation

5. POLICY AUTHORITY

- **Policy Sponsor:** University Registrar
- **Primary Contact:** University Registrar
- **Approval Authority:** President

6. RELEVANT LEGISLATION

[Brandon University Act](#)

7. RELATED POLICY DOCUMENTS

Academic Integrity Policy

Personal Display Parchment Policy (*pending Senate approval*)

Student Records Policy