

## **Procedure for Implementing the Policy Regarding the Name Chosen by Students**

Effectiveness: 2024.01.01

### **I. Purpose**

The mission of Universidad del Sagrado Corazón (hereinafter "Sagrado" or "the University") is "to educate people in intellectual freedom and moral conscience willing to participate in the construction of a more authentically Christian Puerto Rican society, a community of solidarity in justice and peace". To achieve this mission, Sagrado is guided by the vision "to offer a unique educational project, an innovative educational experience in which the classroom is the world, in an environment characterized by a community life and based on the principle that the human beings and Christian values are the very center of the project."

Together, the mission and vision promote a college community characterized by respect for the inherent dignity of each person and, therefore, for the diversity of all human beings. Sagrado is an inclusive community that welcomes all people, in their individuality and diversity, regardless of race, religion, color, ethnicity, place of origin, gender, age, sexual orientation, disability, marital status, physical appearance, political affiliation, or any other classification protected by state and federal law in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or in employment. Sagrado is committed to the equal treatment of all people.

Consistent with these guiding principles, the University recognizes that the name is a fundamental way in which each person can express his or her own sense of self and that, therefore, each person can decide how he or she wishes to name himself or herself and to be called by others. The name chosen by a person may be different from the legal given name and recorded in government records.

In keeping with the above, Sagrado establishes the following procedure for implementing and managing the Policy Regarding the Name Chosen by Students.

### **II. Applicability / Scope**

This policy applies to all students duly enrolled and active in the University, regardless of the course or program of study in which they are enrolled, with or without academic credit. The use of a chosen name will be recognized and applied in Sagrado's information systems that permit it, whenever an individual's legal name is not required in documents required by law.

### **III. Definitions**

For purposes of this procedure the following terms shall have the definitions set forth below.

1. *Chosen name*: name designated by the individual, other than his or her legal name, which will be recorded in all University systems or matters that permit the use of a name other than his or her legal name.
2. *Legal name*: the official name by which a person is recorded on his or her birth certificate or other government record, and which is used on official government documents.

### **IV. Procedure**

To ensure confidentiality, the University has designated the Dean of Student Affairs (hereinafter "Dean's Office") as the sole entity responsible for receiving requests to change a legal name to a chosen name. The Student Dean's Office will act as an intermediary between the concerned person and the corresponding university services. Any inquiry or request for a name change received in the academic units of Sagrado will be referred to the Student Dean's Office. The Chosen Name Change Procedure consists of three parts:

- a. *Name change request*: The interested person will complete the name change request using the form provided in the following link: <https://zfrmz.com/BLW7swCXcqUwLVOjWqYA>. Once completed, the application will be sent to the Dean's Office.
- b. *Validation and processing of the request*: The Dean's Office will review and validate the application based on its merits. In this part of the process, the Dean's Office will ask the student for any additional information it deems necessary to complete the review and validation of the application. After the application has been validated, the Dean's Office will request the name change to the name chosen to
- c. *Communication of the name change*: Once completed, ITI will notify the name change in the information systems to the Dean's Office, who will notify the requesting student that his/her name change request to the chosen name was completed in Sagrado's information systems. If necessary, the Dean's Office will inform student service providers and/or relevant academic and support units of the name change.

### **V. Issuance of Official Documents**

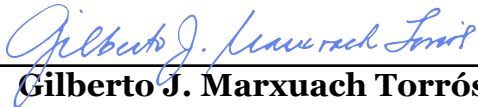
All official documentation issued by the University, such as certificates and diplomas, related to persons who have made the change of chosen name in accordance with this procedure, shall include the information contained in their Social Security or equivalent document, in accordance with current legislation.

## **VI. Use of the Chosen Name in the Graduation Ceremony**

As a general rule, students' legal names are printed on diplomas and transcripts, even if they have selected a chosen name. However, during the graduation ceremony, students who have not completed the legal name change process will have the option of being called by their chosen name. Students who show evidence of having changed their legal name through the current legal process will be called by their new legal name at the graduation ceremony.

## **VII. Reporting Violations to this Policy**

Las violaciones a este procedimiento deben dirigirse a la Oficina de Cumplimiento, Auditoría Interna e Integridad Institucional al correo electrónico [cumplimiento@sagrado.edu](mailto:cumplimiento@sagrado.edu). Cualquier violación de este procedimiento será atendida de conformidad con las políticas y procedimientos institucionales.



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**Gilberto J. Marxuach Torrós**  
Presidente