

## Policy Regarding the Name Chosen by Students

Efectiva: 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.

Each person may change his or her legal name in government records or, without changing such records, choose to name himself or herself and be called with a chosen name. Recognition of this prerogative is particularly important for persons who self-identify as transgender and non-binary, as well as for others who understand that their legal given name does not reflect their sense of their own identity.

This policy seeks to recognize this prerogative in Sagrado's student body, within the limits permitted by applicable laws and regulations. In accordance with this policy, each student has the right to designate the chosen name by which he/she wishes to be called in the University community, even if he/she has not changed his/her legal name in government records.

The designation of a chosen name other than the legal name will be recognized in University information systems, as long as there is no legal requirement that in any particular system or matter the legal name be used. A name change in the systems or affairs shall be made only in the case of a duly accredited legal name change. The University will adopt appropriate procedures to implement this policy.

## **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.

## **III. Definitions**

For purposes of this policy 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. Guiding Principles / General Policy**

- A. Use of Chosen Names. Each student who is enrolled and active at the University has the right to use a chosen name to identify himself or herself in University systems or affairs in which he or she is not required to use his or her legal name.
- B. Restrictions on Use of Chosen Names. Chosen names must not be used for purposes of deception or evasion of legal obligations, and must not contravene Sagrado's policies or applicable laws. Some names may not be accommodated in Sagrado's current information systems, such as names with certain symbols or images. Sagrado reserves the right to withdraw a chosen name in the event of misuse or abuse, such as misrepresentation, attempt to circumvent legal obligations, or use of highly offensive or derogatory names.
- C. Use and Display of Chosen Names. Chosen names will be displayed on the University's information systems and affairs that permit the incorporation of chosen names and for which there is no legal restriction limiting the adoption of chosen names. The University is committed to making its greatest efforts to

ensure that its information systems and other affairs can permit the implementation of this policy.

- D. Change of legal name. The designation of a chosen name for University use does not imply a change of legal name. To make a change of legal name, the procedures established by law for such purposes must be followed.

## **V. Policy Implementation Procedure**

The University, through the Dean of Students, shall adopt a procedure to implement this Policy Regarding the Name Chosen by Students. This procedure shall indicate the information systems and affairs in which the chosen name may be used, in which the legal name may be used, or in which both may be used.

## **VI. Provisional Actions**

As an interim measure until the procedure required in Article V is issued, the University will permit the use at graduation ceremonies of the chosen name that has been registered in accordance with this policy.

## **VII. Questions About this Policy**

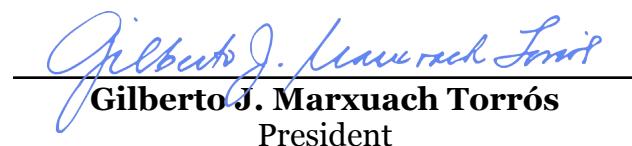
This policy is approved by the President of Sagrado with the advice and counsel of the General Counsel's Office. Questions regarding the scope and interpretation of this Policy should be directed to the Dean of Students, 787.728.1515, ext. 5401.

Universidad del Sagrado Corazón reserves the right to interpret this policy in its administration, implementation and enforcement. In the event of ambiguity in any provision of this policy, Sagrado reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact on its operations, and good faith, unless otherwise provided by law.

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

Violations to this Policy should be directed to the Compliance, Internal Audit and Institutional Integrity Office at: [cumplimiento@sagrado.edu](mailto:cumplimiento@sagrado.edu). Any violation to this Policy will be dealt with in accordance with institutional policies and procedures.

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President