

Preferred Name Policy

Some Ringling College of Art and Design students use names that are different from their legal names to identify themselves. As long as the use of this preferred name is not for the purposes of misrepresentation, Ringling College acknowledges that a preferred name may be used wherever possible.

A student should give serious consideration to the request to use a preferred name and/or pronoun, as this choice will be permanently reflected on applicable college records. Although members of the community are generally free to determine the preferred names they wish to be known by, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation, vulgarity or misrepresentation) may be cause for denying the request. The college reserves the right to remove a preferred name if it is used inappropriately.

Upon submission of your preferred name, your choice of preferred name will be reviewed by the Office of the Registrar. Once your preferred name is approved, it will appear in the Nickname section in Power Campus and Self-Service. If your preferred name is not approved, your legal name will remain the only name on your record at the college.

Examples of preferred names that will not be approved:

- Names used for the purpose of misrepresentation
- Names containing non alpha characters
- Names containing foul or inappropriate language

Ringling College has established procedures which would allow you, if you so desire, to use a name different than your legal name on the following college records:

- Ringling College account name
- Student Email account
- Ringling College ID card
- Power Campus Self Service
- Canvas
- Draw
- Library Information System

Because of processes that exist between the email system, Power Campus, and the identity management system changing the Ringling College account name and the student email account can only be done during the time in-between semesters.

Preferred Name Changes can be made with the Office of the Registrar only once.

Notes on legal name change:

For name change on the following Ringling College documents, a legal name change is required:

- Transcripts
- Degree certificates
- Financial records
- Employment and payroll records
- Enrollment data
- Financial aid documents and mailing information

To change the name on these records, you must make a legal name change through state authorities.